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## Preface

A glimpse into history reveals that Kashmir has been a great centre of learning with rich contribution having been made to its Vedic literature, grammar and philosophy. This scholarly endeavour continued throughout the medieval period that witnessed massive and highly successful efforts made by Mir Syed Ali Hamadani (RA) for effecting sociological, theological and economical change. Modern education in Kashmir originated in the later part of the 19<sup>th</sup> century when Maharaja Ranbir Singh opened a school in Srinagar. On the private side, Sir Syed-e-Kashmir, Molvi Rasool Shah (RA) and Tyndale Biscoe took the initiative of starting school education. Expansion of education continued impended thereafter. Higher education in the state started in 1905 when Siri Pratap College was established in Srinagar followed by Amar Singh College in 1942 and Gandhi Memorial College in 1943. A major reform in higher education sector was made when the erstwhile 'University of Jammu and Kashmir' was founded in the state in 1948 as an affiliating and examining body. In 1965, the University was re-organised on federal basis and divided into two divisions of equal status – one for the province of Jammu and the other for the province of Kashmir. Later in September 1969, it was bifurcated into two full-fledged Universities – University of Kashmir for Kashmir Division and University of Jammu for Jammu Division. This way the 'University of Kashmir came into existence on 5<sup>th</sup> of September, 1969 by an Act of State Legislature called 'Kashmir and Jammu Universities Act, 1969'. The University was accredited by NAAC in 2003



and declared as an 'A' grade University. Today the University is spread over three Campuses – the main campus is located at Hazratbal, Srinagar, the North Campus at Delina, Baramulla and the South Campus is situated at Fatehgarh, Anantnag.

Over the years the University has been working assiduously hard to upgrade and update all its available resources. University Calendar is one such resource which needed updating after regular time intervals. The process of compiling it in the first instance was started immediately after the promulgation of the Kashmir and Jammu Universities Act 1969. In accordance with the provisions of the Section 48 of the said Act, the Chancellor appointed Mr. M. A. Chisiti as Officer on Special Duty to examine the statutes and regulations made under the Jammu and Kashmir University Act, 1965 and continued under the provisions of the Section 51 of the new Act and propose modifications, alterations in conformity with the provisions of the new Act for the approval of the Chancellor.

Accordingly, the University Calendar was published in 1972 by Mr. M. A. Chishti, Registrar of the University. Thereafter several efforts were made in 1984 and 1991 to bring out an updated Calendar incorporating the amendments made from time to time by the University bodies. However, the process got somewhat stalled because of the turbulence in the valley. In 1997, Prof. M.Y.Qadri, the then Vice-Chancellor constituted a Committee comprising Mr. Abdul Rashid Koul, Assistant Controller of Examinations, Mr. Peerzada Ghulam Jeelani, PS to Vice-Chancellor, Mr. Bashir Ahmad Nawchoo, Head Assistant and Mr. Feroz Ahmad Gurkoo, Senior Assistant to identify and incorporate the amendments made from time to time by the University bodies in the Calendar. The process of identification of amendments and their subsequent incorporation continued thereafter under the able guidance of Prof. Altaf Ahmad Mir, Head and Dean, Faculty of Law. His contribution as the Chairman of the Committee constituted for the purpose of updating the Calendar with



the required quality of statutory language is worth appreciation. The assistance provided to him by other members of the Committee which included Mr. Tasaduq, the University Legal Counsel, Mr. Bashir Ahmad Nawchoo, Section Officer and Mr. Ansar Majeed Banday, Junior Assistant also deserves appreciation.

The printing of the University Calendar in its revised form assumed importance when the issue of its consolidation in an updated version came up during the meeting of the University Council on 3.3.2009. His Excellency Shri N. N. Vohra, the Hon'ble Chancellor of the University while initiating discussion on the issue stressed for compilation of an updated University Calendar. In due cognizance of its need the Vice-Chancellor, Prof. (Dr.) Riyaz Punjabi constituted a Committee for compilation of the Calendar with latest amendments. The Committee comprising Prof. Zaffar Ahmad Reshi (Chairman), Dr. Feroz Ahmad Gurkoo, Assistant Registrar/PS to Registrar, Dr.PZ Mehraj-ud-Din, Assistant Registrar, Academic; and Mr. Bashir Ahmad Shaan, Head Assistant, Academic did a commendable job and finished the entire task within a short period of time.

Dr. Lilly Want, Professor, Department of English deserves special thanks for improving the language of the final draft of the document. Mr. Qaiser Aijaz, Special Secretary to Vice-Chancellor took keen interest in facilitating this process.

The present Calendar contains almost all the amendments, modifications, additions and alterations made in the University Statutes/Regulations. This Volume comprises XI Chapters which include Act, Statutes and Regulations. However, matters relating to the Examination and its allied issues will form Volume II of the University Calendar.

I take this opportunity to express my heartfelt thanks to His Excellency, Shri N. N. Vohra, Hon'ble Chancellor who has been instrumental in constantly prodding the University to complete the task at the earliest. Last but not the least, the printing of the University



Calendar in its present form would not have been possible but for the personal concern and painstaking efforts put in by Prof. (Dr.) Riyaz Punjabi, the Vice-Chancellor of this University. It was his constant encouragement and guidance that saw the process of its compilation and printing completed within the shortest possible time.

I also thank all those who have contributed in bringing out this Calendar in a printed form but could not name them one by one due to obvious reasons.

I hope this Calendar will render considerable assistance to all the stakeholders including Officers, Faculty and the administrative staff to discharge their duties judiciously and efficiently.

**Prof. S. Fayyaz Ahmad**  
**REGISTRAR**

**October 15<sup>th</sup>, 2010**



## **History and Growth of the University – An Overview**

**T**he Valley of Kashmir is known for its rich traditions of scholarship, arts and crafts. It was, in fact, a seat of learning in the entire sub-continent and people from all places would visit Kashmir to seek knowledge, wisdom and ultimate *gyan*. These traditions provided the impetus for the establishment of Jammu & Kashmir University in 1948 with its headquarters at Srinagar, immediately after India gained independence. While the intentions were to develop it into a full-fledged University, it started as an affiliating and examining body.

Teaching in the University was initiated in 1956 with the opening of three Post-graduate Departments – Department of English at Srinagar and Economics and Geology at Jammu. Three more departments, viz. Mathematics, Urdu, Hindi were added to the Srinagar Campus in 1957. The Arts Block was the first block to emerge at the Campus in the year 1958-59. This was followed by the construction of the Botany-Zoology Block, the Physics and Mathematics block in 1961-62. The Construction of Gandhi Bhawan, the Chemistry block, staff quarters and a teacher's hostel was completed in 1967. The first whole-time Vice-Chancellor of the University, Mr. A.A.A. Fyzee was appointed in 1957 but prior to that the University was headed by an Honorary Vice-Chancellor, Justice J.N. Wazir.

For the implementation of the general schemes of development, the Union Ministry of Education sanctioned an adhoc grant of Rs. 35 lakhs. The former Chancellor of the University, Dr. Karan Singh gifted the University one of his orchards of about 125 acres- the Amar Singh Bagh, situated on the banks of the Dal Lake at a distance of about 10 kilometers from Srinagar for the establishment of the campus for the University. The layout



of the campus was prepared by Shri Fayaz-ud-Din, the Chief Town Planner of Andhra Pradesh and Shri G.M. Mhatre of Bombay. The Arts Faculty block with a plinth area of 25,000 square feet was the first to come up on the Campus in 1959. Subsequently, following building blocks came up on the Campus:

- Botany and Zoology Block
- Physics and Mathematics Block
- Chemistry Block
- Gandhi Bhavan
- Administration Block
- Hostel for Male Students
- Staff Quarters (ten)
- Teachers' Hostel (12 flats)
- Quarters for Chowkidars
- Garages
- Radio Isotope Laboratory
- Health Center
- Guest House

In 1965, the University was reorganized on a federal basis leading to the establishment of two Universities of equal status - one for the Jammu region and the other for the region of Kashmir, with a central organization having specified legislative and executive powers related to budget, finance, planning, coordination, improvement of standards of teaching and examination and designing of curriculum. Each division had an executive body for running its day to day administration and its own academic bodies for initiating and formulating academic programmes and policies. The Pro Vice-Chancellor was the Chief Executive and Academic Officer of the respective division while the Vice Chancellor was the Principal Executive and Academic Head of the entire University. This structural arrangement of the University was made to facilitate cohesive and integrated development of teaching and research in various subjects taught in the two divisions. The Jammu Campus then had eight postgraduate departments and the Srinagar Campus eleven. Mr. G. A. Mukhtar, the then



Educational Advisor to the State Government was appointed as the first Pro Vice-Chancellor of the Kashmir Division.

The University of Jammu and Kashmir was replaced by two separate and full-fledged Universities in the Jammu and Kashmir regions by means of an ordinance promulgated by the Governor of Jammu and Kashmir on 15 September, 1969 on the recommendation of the Jammu and Kashmir Commission of Inquiry set up by the State Government and headed by Dr. Gajendragadkar. The ordinance was subsequently replaced by an Act of the State Legislature published in the Government Gazette on 10 November, 1969. Accordingly, the University of Kashmir came into existence on 15 September, 1969 with its jurisdiction over the Kashmir division of the State of Jammu and Kashmir.

The University of Kashmir was ultimately established at Hazratbal on the western side of the Dal Lake. Hazratbal is a place of pilgrimage for the Muslims of Kashmir. Enshrined in the mosque here is the holy relic of Prophet Muhammad (Allah's Peace be upon Him).

The main Campus of the University at Hazratbal, Srinagar sprawls over 200 acres of land. The main Campus houses the postgraduate departments and research and other centres. However, pursuant to the decision of the University to develop Naseem Bagh into a heritage site, many departments were shifted from Naseem Bagh to the main Campus and efforts are on to shift the remaining ones in order to develop Naseem Bagh into a heritage garden. The main Campus, Mirza Bagh residential Campus and Naseem Bagh have on their three sides a background of mountainous amphitheatre rising to great heights above the water. These are situated on the banks of the famous Dal lake.

Naseem Bagh is adjacent to the main Campus. It is known as the "garden of breezes" which was laid out by the Mughal Emperor, Akbar the Great. Its chief features are a grove of Chinar trees. Presently, there are 696 Chinar trees which are being taken care of in active collaboration with the state and other agencies. Opposite to this garden and in the centre of the northern part of the lake is an artificially formed island, *Sona Lank* or Golden Island.

Mirza Bagh residential Campus is situated on the bank of another famous lake in Srinagar called 'Nigin Lake' which is



now called 'University Town'. It houses 78 residential quarters of the employees of the University across all cadres.

Zakura Campus is the third Campus of the University situated in close proximity to the main Campus at Hazratbal, Srinagar. It has recently come up by over an area of 300 kanals of land. It is two kilometres away from the main campus.

The University has established two satellite Campuses in its territorial jurisdiction of the South and North of the Kashmir Valley. Its South Campus at Fateh Garh, Anantnag, 55 kilometers away from Srinagar, was commissioned in the year 2009. It is spread over 259 kanals of land and at present offers courses viz; MBA, MCA, MA English, MA Education, M.Ed and M.Sc Mathematics. The North Campus at Delina, Baramulla, 45 kilometers away from Srinagar, is spread over 559 kanals of land and offers courses viz; MCA, B.Tech in Computer Science and Electronics. A number of courses like BBA/MBA (five year Integrated course), MA English, Diploma in Tourism Management and a Centre of Research for New and Renewal Energy are likely to be introduced soon.

Three more Campuses at Kupwara, Kargil and Leh are also coming up and efforts are on to acquire land for this purpose.

In 1972 when the University printed its Calendar for the first time, the number of post-graduate Departments/Courses was as under:

**Faculty of Arts:**

- Urdu
- Persian
- Hindi
- English
- Library Science (Bachelor's course)

**Faculty of Sciences:**

- Physics
- Chemistry
- Zoology
- Botany
- Mathematics



**Faculty of Social Sciences:**

- Political Science
- Economics
- History

**Faculty of Commerce:**

- M.Com.

**Faculty of Education:**

- M. Ed. (one year course)

In addition to the above 15 departments, the University had five constituent colleges affiliated to it which offered professional degree courses in the faculties of Medicine, Engineering, Agriculture, Unani Medicine and Education. Twelve colleges offered courses up to B.A., B.Sc., and B.Com level, six institutions imparted instructions in various oriental and modern Indian languages. The total number of students enrolled for all courses during the year 1971-72 was 11,361.

Having made a modest start in 1956 with the establishment of the Department of English, the University of Kashmir has grown into a multi-faculty University, imparting instruction in the following Departments/Courses under fourteen (14) faculties:-

**I. Faculty of Applied Sciences and Technology:**

- Pharmaceutical Sciences
- Computer Sciences
- Electronics and Instrumentation Technology
- Home Science
- Food Science and Technology
- University Science and Instrumentation Centre
- Electronic and Equipment Centre
- Information Technology

**II. Faculty of Physical and Material Sciences:**

- Physics
- Chemistry
- Mathematics
- Statistics



- Geology and Geophysics
- Geography and Regional Development
- Environmental Science
- Remote Sensing and GIS
- Industrial Chemistry
- Applied Mathematics

**III. Faculty of Biological Sciences:**

- Zoology
- Botany
- Biochemistry
- Bio-informatics
- Bio-resources
- Clinical Biochemistry
- Biotechnology
- Sericulture
- Industrial Fish and Fisheries
- Seed Technology
- Food Preservation and Mushroom Cultivation

**IV. Faculty of Arts:**

- Arabic
- English
- Hindi
- Kashmiri
- Library Science
- Persian
- Sanskrit
- Urdu
- Linguistics
- Functional English
- English Literature
- Punjabi
- French



- Russian
- German
- Music

V. **Faculty of Social Sciences:**

- Economics
- Political Science
- History
- Education
- Psychology
- Sociology
- Sociology & Social Work
- Mass Communication & Journalism
- Islamic Studies
- Philosophy
- Tourism and Travel Management
- Military Sciences

VI. **Faculty of Commerce and Management Studies:**

- MBA
- MFC
- M.Com
- BBA-MBA (Five year Integrated Course)
- Diploma in Marketing Management, Business Administration

VII. **Faculty of Education:**

- M.A. Education
- M.Ed
- M.P.Ed
- B.P.Ed
- B.Ed

VIII. **Faculty of Law:**

- BA.LL.B (five year integrated program)
- LL.B



- LL.M
- Diploma in Human Rights and Duties Education
- IX. **Faculty of Medicine:**
  - MBBS
  - MD/MS
  - Diploma in Obst. & Gynaecology, Anesthesiology
- X. **Faculty of Dental Surgery:**
  - BDS
  - MDS
- XI. **Faculty of Engineering:**
  - B.E, B.Tech
  - M.E
- XII. **Faculty of Unani Medicine:**
  - BUMS
- XIII. **Faculty of Oriental Learning:**
  - Three year BA Fazilat
  - Proficiency, High Proficiency and Honours in
    - a. Urdu
    - b. Kashmiri
    - c. Persian
    - d. Hindi
    - e. Sanskrit
- XIV. **Faculty of Music and Fine Arts:**
  - B.Music,
  - B.F.A.

In addition to the above, the University has the following Directorates, Centres and Institutes:

1. Directorate of Physical Education and Sports
2. Directorate of Distance Education
3. Directorate of Life-long Learning
4. Directorate of Information Technology & Support System (IT & SS)
5. Directorate of Internal Quality Assurance (DIQA)
6. Directorate of Watch and Ward
7. Directorate of Hygiene and Environment



8. Directorate of Convocation Complex
9. Centre of Central Asian Studies (CCAS)
10. Centre of Research for Development (CORD)
11. Centre for Energy Studies
12. Centre for Biodiversity & Taxonomy
13. University Science and Instrumentation Centre
14. EMMRC
15. State Resource Centre (SRC)
16. Population Research Centre (PRC)
17. Institute of Home Science
18. Iqbal Institute of Culture and Philosophy
19. Institute of Kashmir Studies
20. Institute of Foreign Languages
21. Institute of Music and Fine Arts
22. Shah-i-Hamdan Institute of Islamic Studies
23. Area Study Centre

In keeping with the expansion that the University has undergone during the last 40 years, the number of teachers and non-teaching administrative, technical and other staff has also increased manifold. Against the total post-graduate enrolment of over 4000 students, the number of teachers including 101 Professors, 100 Associate Professors and 182 Assistant Professors is 383 at present. The number of officers has also increased which among others includes eight (08) Deputy Registrars and twenty six (26) Assistant Registrars. The number of students who appear in different examinations conducted by the University every year has increased substantially and as of now around 2.00 lac students enroll themselves for various examinations conducted by the University. This is in addition to the students who appear in different examinations conducted for distance mode courses.

#### **AFFILIATED COLLEGES**

The number of Colleges affiliated with the University has also increased over the period of time. As of now the University has affiliated to it one hundred thirty eight (138) colleges including thirty nine (39) Permanently Affiliated Government Colleges; five (5) Constituent Colleges; eight (8) Oriental Colleges;



nineteen (19) Non-Govt. Temporary Affiliated Private Constituent Colleges and sixty seven (67) Non Government temporary Affiliated B.Ed Colleges as per following details:-

**Permanently Affiliated Government Colleges**

- 1 S.P. College, Srinagar
- 2 Govt. Degree College (Boys), Baramulla
- 3 Amar Singh College, Srinagar
- 4 Gandhi Memorial College, Srinagar
- 5 Govt. Degree College, (Boys) Anantnag
- 6 Govt. Degree College for Women, Srinagar
- 7 Govt. Degree College (Boys) Sopore
- 8 Govt. College for Women, Nawakadal, Srinagar
- 9 Islamia College of Science & Commerce, Srinagar
- 10 Vishwa Bharti Womens College, Srinagar
- 11 Govt. Degree College, Bemina
- 12 Govt. Degree College, Pulwama
- 13 Govt. Degree College for Women, Anantnag
- 14 Govt. Degree College, Shopian
- 15 Govt. Degree College for Women, Baramulla
- 16 Govt. Degree College, Handwara
- 17 Govt. Degree College, Kupwara
- 18 Govt. Degree College, Leh.
- 19 Govt. Degree College, Tral
- 20 Govt. Degree College, Ganderbal
- 21 Govt. Degree College, Kargil
- 22 Govt. Degree College, Kulgam
- 23 Govt. Degree College, Dooru
- 24 Govt. Degree College, Kelam,
- 25 Govt. Degree College, Bijbehra
- 26 Govt. Degree College, Gurez
- 27 Govt. Degree College for Women, Sopore
- 28 Govt. Degree College for Women, Pulwama
- 29 Govt. Degree College, Pattan
- 30 Govt. Degree College, Kokernag, Anantnag
- 31 Govt. Degree College, Uri.
- 32 Govt. Degree College, Utersoo, Anantnag
- 33 Sheikh-ul-Alam Memorial Degree College, Budgam



- 34 Govt. Degree College, Khansahib
- 35 Govt. Degree College, Beerwah
- 36 Srinagar Women's College, Srinagar
- 37 Govt. Degree College, Bandipora
- 38 Govt. Degree College, Tangdar
- 39 Govt. Degree College, Sogam

**Constituent Colleges**

1. Government Medical College, Srinagar
2. Government Dental College, Srinagar
3. Govt. College of Education , Srinagar
4. Institute of Music & Fine Arts, Srinagar
5. Govt. College of Physical Education, Ganderbal

**Oriental Colleges**

- 1 Madinatul-Aloom, rinagar
- 2 Islamic Oriental College, Tral
- 3 Anjuman-e-Nusrat-ul-Islam, Srinagar
- 4 Anjuman-e-Shariya Shiyani, Budgam
- 5 Darul- Aloom Hanfia Arabia College, Srinagar
- 6 Kamla Nehru Memorial Mahavidyalaya, Srinagar
- 7 Govt. Oriental College, Srinagar
- 8 Jamiyat-ul-Banaat, Srinagar

**Non-Govt. Temporary Affiliated Private Constituent Colleges**

- 1 CASET College of Computer Sciences, Srinagar.
- 2 S.S.M. College of Engineering, Baramulla.
- 3 Kaunsar College of Computer Sciences, Srinagar.
- 4 Sopore Law College, Sopore, Baramulla.
- 5 SEM College of Computer Sciences, Budgam
- 6 Kashmir Law College, Srinagar.
- 7 Iqbal Institute of Technology and Management, Budgam
- 8 Institute of Asian Medical Science & Unani, Srinagar.
- 9 Max Well College of Computer Sciences, Pulwama
- 10 Kashmir Tibbiya College, Srinagar
- 11 Bibi Halima College of Nursing & Medical Technology, Srinagar
- 12 Composite Regional Centre, Srinagar
- 13 Masterpro Institute, Srinagar
- 14 Shah-i-Hamdan College of Computer Sciences, Anantnag
- 15 SM Iqbal Business School, Budgam



- 16 Master Institute, Pulwama
- 17 Super Computers, Anantang
- 18 KSERT College of Management Studies, Budgam
- 19 Success College of Professional Studies, Srinagar

**Non Government Temporary Affiliated B.Ed Colleges**

- 1 Adnan College of Education, Srinagar
- 2 Al-Ahad College of Education, Anantnag
- 3 Alamdar College of Education, Baramulla
- 4 Al-Huda College of Education, Pattan
- 5 Al-Noor College of Education, Bandipora
- 6 Apex College of Education, Baramulla
- 7 Baba Payam-ud-din College of Education, Baramulla
- 8 Chinab Valley College of Education, Budgam
- 9 Culture & Education for Development College of Education, Budgam
- 10 Dr. Iqbal Teacher Training College of Education, Srinagar
- 11 Franklin College of Education, Baramulla
- 12 Gandhi Memorial College of Education, Srinagar/Jammu
- 13 Green land College of Education, Srinagar
- 14 Green Valley College of Education, Baramulla
- 15 Green Valley College of Education, Pulwama
- 16 Gulzar Memorial College of Education, Baramulla
- 17 Guru Nanak College of Education, Pulwama
- 18 Harmukh College of Education, Bandipora
- 19 Insight Institute of Education & Training, Pulwama
- 20 Jamia College of Education, Anantnag
- 21 Jan Baz Wali College of Education, Baramulla
- 22 Jehlum Educational Trust, Baramulla
- 23 Kashmir College of Education Model Town, Baramulla
- 24 Kashmir Creative Education Foundation College of Education, Pulwama
- 25 Kashmir Paradise College of Education, Baramulla.
- 26 Kashmir Valley College of Education, Budgam
- 27 Kashmir Women's College of Education, Baramulla
- 28 Kausar College of Education, Srinagar.
- 29 KSERT College of Education, Budgam
- 30 Lake City College of Education, Srinagar.



- 31 Mehboob-ul-Aalam College of Education, Bandipora
- 32 Mother Terissa Memorial College of Education, Baramulla
- 33 \*Muslim Educational Trust, Baramulla (Permanently Affiliated)
- 34 Nund Reshi College of Education, Srinagar
- 35 Popular College of Education, Srinagar.
- 36 Qamariya College of Education, Ganderbal.
- 37 Quality College of Education, Baramulla
- 38 Rahmat-e-Aalam College of Education, Anantnag,
- 39 Raihan Educational Trust, Ganderbal
- 40 Ramzan College of Education, Srinagar
- 41 Ramzan Memorial College of Education, Baramulla
- 42 RESET College of Education, Srinagar
- 43 Rizwan Memorial College of Education, Srinagar.
- 44 S.M. Iqbal College of Education, Budgam.
- 45 Sadiq Memorial College of Education, Srinagar.
- 46 Sanctorium College of Education, Baramulla
- 47 Sarfraz College of Education, Budgam.
- 48 SEM College of Education, Budgam.
- 49 Shadab College of Education, Srinagar
- 50 Shaheen College of Education, Bandipora
- 51 Shahi-Hamdan College of Education, Anantnag
- 52 Shanti Niketan College of Education, Srinagar
- 53 Sheikh Hamza College of Education, Bandipora
- 54 Sheikh-ul-Aalam College of Education, Kupwara
- 55 Sir Syed Memorial College of Education, Srinagar.
- 56 Soch Kral Memorial College of Education, Pulwama
- 57 South Kashmir Teachers Training College, Budgam
- 58 Srinagar College of Education, Srinagar.
- 59 Subhan Institute of Educational Technology, Baramulla
- 60 Syed Ali Memorial Educational Trust, Budgam
- 61 Tahira Khanams College of Education, Srinagar.
- 62 Unique College of Education, Baramulla
- 63 \*Vishwa Bharti College of Education, Jammu (Permanently Affiliated)
- 64 WEETA College of Education, Sangam, Anantnag
- 65 Welkin College of Education, Baramulla
- 66 Wular Valley College of Education, Bandipora
- 67 Zakir Memorial College of Education, Pulwama



## SUCCESSION LIST

### Chancellors

1.	His Highness Maharaja Hari Singh	Nov 1948	-	June 1949
2.	Dr. Karan Singh	June 1949	-	March 1967
3.	Justice J.N. Wazir	March 1967	-	May 1967
4.	Shri Bhagwan Sahay	June 1967	-	1975
5.	Shri L.K. Jha	1976	-	1981
6.	Shri B.K. Nehru	1981	-	1984
7.	Shri Jagmohan	1984	-	1989
8.	Shri K.V. Krishna Rao	1989	-	1990
9.	Shri Jagmohan	Jan. 1990	-	June 1990
10.	Shri G.C. Saxena	July 1990	-	March 1993
11.	Skri K.V. Krishna Rao	March 1993	-	May 1998
12.	Shri G.C. Saxena	May 1998	-	June 2003
13.	Shri S.K. Sinha	June 2003	-	June 2008
14.	Shri N. N. Vohra	June 2008	-	-----

### Pro-Chancellors

1.	Sheikh Mohammad Abdullah	Nov 1948	-	Aug 1953
2.	Bakhshi Ghulam Mohammad	Aug 1953	-	Oct 1963
3.	Kh. Shamus-ud-Din	Oct 1963	-	Feb 1964
4.	Kh. G.M. Sadiq	Feb 1964	-	Dec 1971
5.	Syed Mir Qasim	Dec 1971	-	Oct 1975
6.	Sheikh Mohammad Abdullah	Oct 1975	-	Sep 1981
7.	Dr. Farooq Abdullah	Sep 1981	-	July 1983
8.	Shri G.M. Shah	July 1983	-	March 1984
9.	Dr. Farooq Abdullah	Sep 1986	-	Feb 1990
10.	Dr. Farooq Abdullah	Oct 1996	-	Oct 2002
11.	Mufti Mohammad Syed	Nov 2002	-	Nov 2005
12.	Shri Ghulam Nabi Azad	Nov 2005	-	July 2008
13.	Shri Omer Abdullah	Jan 2009	-	-----

### Vice-Chancellors

1.	Qazi Masud Hasan	1948	-	1949
2.	Mr. Justice J.N. Wazir	1949	-	1957
3.	Shri A.A.A. Fyzee	June 1957	-	Nov 1960



4.	Sardar K.M. Panikkar	May 1961	-	July 1963
5.	Prof. T.M. Advani	July 1963	-	Dec 1967
6.	Dr. J.N. Bhan	Dec 1967	-	Sep 1969
7.	Kh. Noor-ud-Din	Sep 1969	-	1973
8.	Mr. R.H. Chisti	1973	-	1977
9.	Prof. Rais Ahmed	1978	-	1981
10.	Prof. Wahid-ud-Din Malik	1981	-	1984
11.	Prof. Shah Manzoor Alam	1984	-	March 1987
12.	Prof. Mushir-ul-Haq	May 1987	-	April 1990
13.	Prof. H.U. Hamidi	Aug 1990	-	1993
14.	Prof. M.Y Qadri	1994	-	2001
15.	Prof. J.A.K Tareen	July 2001	-	July 2004
16.	Prof. Abdul Wahid	July 2004	-	Jan 2008
17.	Prof. (Dr). Riyaz Punjabi	Jan 2008	-	--

**Registrars**

1.	Mr. G.A. Ashai	1948	-	Aug 1953
2.	Kh. Ghulam Mohammad	1953	-	May 1962
3.	Prof. A.S. Dhar	May 1962	-	Sept 1962
4.	Prof. Abdul Aziz	Sept 1962	-	1971
5.	Prof. M.A. Chishti	1971	-	1975
6.	Prof. Saif-ud-Din Soz	1975	-	Oct 1978
7.	Mr. S.S. Rizivi, IAS	Dec 1978	-	Nov 1979
8.	Prof. Jan Mohammad	Dec 1979	-	July 1980
9.	Prof. G.N. Siddiqui	July 1980	-	March 1985
10.	Prof. G.N. Javied	April 1985	-	Jan 1986
11.	Prof. M. Y. Qadri	Jan 1986	-	April 1987
12.	Prof. G.N. Siddiqui	April 1987	-	May 1992
13.	Prof. Abdul Rashid Mattoo	May 1992	-	Oct 1994
14.	Prof. Sikandar Farooq	Nov 1994	-	July 1995
15.	Prof. Abdul Salam Bhat	July 1995	-	July 1997
16.	Prof. Abrar Hassan Khan	March 1997	-	Jan 1999
17.	Prof. Abdul Majid Mattoo	Jan 1999	-	Dec 2003
18.	Prof. Mehraj-ud-Din Mir	Dec 2003	-	Sep 2007
19.	Prof. S. Fayyaz Ahmad	Sep 2007	-	--



**THE KASHMIR AND JAMMU UNIVERSITIES  
ACT, 1969  
(ACT NO. XXIV OF 1969)**

*Received the assent of the Governor on 30<sup>th</sup> October, 1969, and published in Government Gazette dated 10<sup>th</sup> November, 1969 (Ext.).*

**An Act to provide for the establishment of the University of Kashmir and the University of Jammu in the State.**

Be it enacted by the Jammu and Kashmir State Legislature in the Twentieth Year of the Republic of India as follows: -

01. This Act may be called the Kashmir and Jammu Universities Act, 1969. *Short Title*
02. In this Act and in all Statutes made hereunder, unless there is anything repugnant in the subject or context: - *Definitions*
- a. "Academic Council" means the Academic Council of the University;
  - b. "affiliated college" means an institution imparting instruction upto the Bachelor's degree excluding integrated Honours, Post-graduate and professional degree courses recognized by the University concerned in accordance with the provisions of this Act and the Statutes;
  - c. "College" means an institution maintained or admitted to its privileges by the University concerned and includes a constituent college;
  - d. "constituent college" means an institution recognized as such by the Syndicate of the University concerned in accordance with the provisions of this Act and Statutes;



- e. "Faculties", "Boards of Studies", "Board of Inspection" and "Boards of Research Studies" mean the 'Faculties', 'Boards of Studies', 'Board of Inspections' and 'Boards of Research Studies' of a University;
- f. "Head of the department" means the Head of a University teaching Department who has the status of a Professor or a Reader in the University and where any University has no teaching department in a subject, the senior most Professor in that subject in an affiliated or a constituent college;
- g. "Principal" means the head of a college;
- h. "Statutes" and "Regulations" means respectively the Statutes and Regulations of a University made or continued under this Act;
- i. "Syndicate" means the Syndicate of a University;
- j. "teacher" means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal Professor, Reader, Lecturer, Demonstrator, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers' Training College, and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher;
- k. "University" means the University of Kashmir or the University of Jammu, as the case may be;
- l. "University Council" means the University Council of a University.

03. 1. There shall be two Universities in the State, one in the Kashmir Division and the other in the Jammu Division, each having Jurisdiction extending to its respective Division of the territories of the State.
2. The University in the Kashmir Division shall be known as the "University of Kashmir" and the

*Universities*



The Act

University in the Jammu Division shall be known as the "University of Jammu".

04. The University of Kashmir and the University of Jammu shall be corporate bodies known by the names of the "University of Kashmir" and the "University of Jammu", each having perpetual succession and a common seal with power to acquire and hold property, movable and immovable to transfer the same, to contract and to do all other things necessary for the purpose of its constitution and may sue or be sued by its corporate name as aforesaid.

*Incorporation*

05. A University shall have the following powers and functions, namely: -

*Powers and Functions of a University*

1. to provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge;
2. to hold examination, to grant degrees to, to confer other academic distinctions on persons who: -
  - a. have pursued an approved course of study in the University or in a constituent or affiliated college or in any educational institution approved for the purpose unless exempted there from, as a very special case, by a decision of the University Council on the recommendations of the Academic Council under conditions laid down in the Statutes and Regulations; or
  - b. are teachers in educational institutions under conditions laid down in the Statutes and Regulations, and have passed the examinations of the University under like conditions; or
  - c. have carried on independent research under conditions laid down in the Statutes; or
  - d. are women who have carried on private studies under conditions laid down in the Statutes.



3. to confer honorary degrees or other distinctions on approved persons in the manner as laid down in the Statutes;
4. to grant such diplomas to, and to provide such lectures and instructions for persons not being members of the University as the University may determine;
5. to co-operate with the other Universities and authorities in such a manner and for such purposes as the University may determine;
6. to institute professorships, readerships, lecturerships and any other teaching posts required by the University;
7. to admit and maintain colleges, to recognize colleges and other institutions not maintained by the University and to withdraw such recognition;
8. to inspect constituent and affiliated colleges and other institutions and places approved by the University for the residence of students;
9. to demand and receive payments of such fees and other charges as may be authorized by the Statutes and Regulations;
10. to obtain loans in furtherance of the objects of the University;
11. to supervise and control the residence and discipline of students of the University or of colleges and other institutions admitted or affiliated to it and to make arrangements for promoting their health and general welfare;
12. to institute and award fellowships, exhibitions, prizes and medals in accordance with the Statutes and Regulations; and
13. to do such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as teaching, affiliating or examining

The Act



body, and to cultivate and promote arts, science and other branches of learning.

06. Notwithstanding anything in the foregoing section, any re-organization or alteration in structure, pattern or medium of education at the University stage shall require the previous approval of the Government.

*Re-organization of education*

07. Each University shall be open to all persons of either sex and of whatever race, creed or class, and it shall not be lawful for a University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to a certificate, diploma or degree of the University, or to serve as a teacher or to hold any office in the University, or to enjoy or exercise any privileges thereof, except where such test is specially prescribed by the Statutes, or in respect of any particular benefaction accepted by the University, where such test is made a condition thereof by any testamentary or other instrument creating such benefaction.

*University open to all classes and creeds*

08. Notwithstanding anything in any law for the time being in force, no educational institution outside the State territories shall be associated with or admitted to any privileges of a University under this Act nor shall any educational institution within the State be associated in any way with or be admitted to any privileges of any other University incorporated by law outside the State;

*Admission restricted to educational institutions in the State*

Provided that the Chancellor may by order in writing direct that the provisions of this Section shall not apply in the case of any institution specified in the order.

09. The following shall be the officers of each University: -

1. the Chancellor;
2. the Pro-Chancellor;
3. the Vice-Chancellor;
4. the Pro Vice-Chancellor, if any;
5. the Financial Advisor;
6. the Registrar;
7. the Controller of Examinations;
8. the Joint Registrar, if any; and
9. such other officers as the Statutes may declare to be the officers of a University.

*Officers of the University*



The Act

- |     |   |                                       |
|-----|---|---------------------------------------|
| 10  | <ol style="list-style-type: none"><li>1. The Governor shall be the Chancellor of both the Universities. He shall be the head of both the Universities and shall, when present, preside at the meetings of the University Council and at the Convocations of both the Universities;</li><li>2. The Chancellor shall have such powers as may be conferred on him by this Act or the Statutes;</li><li>3. Every proposal for the conferment of any honorary degree shall be subject to the confirmation of the Chancellor.</li><li>4. The Chancellor may delegate to the Pro-Chancellor such of his powers under this Act or the Statutes, as he may specify.</li></ol>  | <p><i>The<br/>Chancellor</i></p>      |
| 11. | <ol style="list-style-type: none"><li>1. The Chief Minister of the Jammu and Kashmir State shall be the ex-officio Pro-Chancellor of both the Universities.</li><li>2. The Pro-Chancellor shall, when present, in the absence of the Chancellor, preside at the meetings of the University Council and at the Convocations of the Universities.</li><li>3. The Pro-Chancellor shall have the right to cause an inspection to be made, by such person or persons as he may direct, of a University, its buildings, laboratories, equipment, and of any Institutions associated with the University and also of the examinations, teachings and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the University. The Pro-Chancellor shall in every case give notice to a University of his intention to cause an inspection or inquiry to be made and the University concerned shall be entitled to be represented thereat.</li><li>4. The Pro-Chancellor may address the Vice-Chancellor of the University concerned with reference to the result of such inspection and inquiry and the Vice-Chancellor shall place the same before the Syndicate and also the University</li></ol> | <p><i>The Pro-<br/>Chancellor</i></p> |



- Council, of the University concerned, if necessary, with such advice as the Pro-Chancellor may offer upon the action to be taken thereon.
5. The Vice-Chancellor of the University concerned shall then, within such time as the Pro-Chancellor may fix, submit to him a report of the action taken or proposed to be taken by the Syndicate together with the view which the University Council concerned may have expressed on the report.
  6. If the Syndicate concerned does not, within a reasonable time, take action to the satisfaction of the Pro-Chancellor, the Pro-Chancellor may, after considering any explanation which the Syndicate concerned may furnish, issue such directions in consultation with the Vice-Chancellor concerned as he may think fit.
12. 1. The Vice-Chancellor shall either be a whole-time paid or a part-time honorary officer of a University as the Chancellor may determine and shall be appointed by the Chancellor, in consultation with the Pro-Chancellor from amongst the persons whose names are submitted to him by a Committee constituted in accordance with the provisions of sub-section (2).
2. The Committee referred to in sub-section (1) shall consist of three persons, namely: -
    - a. two persons not connected with the University or any constituent or affiliated college of that University to be nominated by the University Council;
    - b. a third person not connected with the University or any constituent or affiliated college of that University to be nominated by the Chancellor, who shall also be the Chairman of the Committee.
  3. The Committee constituted under sub-section (2) shall submit a panel of three names to the Chancellor for appointment of the Vice-Chancellor.

*The Vice-Chancellor*



4. If the Chancellor does not consider any of the persons on the panel recommended by the Committee suitable for appointment as Vice-Chancellor, he may direct the Committee to prepare a fresh panel of three names for submission to him or may direct to constitute a fresh Committee for this purpose.

5. <sup>1</sup>The Vice-Chancellor of a University shall hold office for three years;

Provided that on the expiry of the term of his office, the Vice Chancellor shall be eligible for re-appointment for such term as the Chancellor may in consultation with the Pro-Chancellor, determine;

Provided further that the Vice-Chancellor shall not be removed from his office except by order of the Chancellor passed in consultation with Pro-Chancellor, on the ground of misbehavior or incapacity or if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, after due inquiry by such person who is or has been a Judge of a High Court to be nominated by the Chancellor in consultation with the Pro-Chancellor, in which the Vice-Chancellor shall have an opportunity of making his representations against such removal.

6. The Vice-Chancellor of a University shall, in case he is a whole-time paid officer, receive such salary not exceeding two thousand and five hundred rupees per mensem and other facilities as the Chancellor may determine, in addition to free residential accommodation.

Provided that in exceptional cases the Chancellor may allow a higher salary in consultation with the Government. In case the Vice-Chancellor is appointed on part time

<sup>1</sup> Sub-Section (5) substituted by Act xxvi of 1973, S.2.



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- honorary basis, he shall receive such honorarium and other facilities as the Chancellor may determine in consultation with the Government.
7. Where any temporary vacancy in the office of a Vice-Chancellor occurs by reason of resignation, illness, leave or other cause, the University Council shall report the same to the Chancellor who shall make such arrangement for carrying on the duties of the Vice - Chancellor as he may think fit.
  8. Notwithstanding anything contained in subsection (5), the Vice-Chancellor shall continue in office beyond the expiry of his term until his successor is appointed and enters upon his office.
  1. The Vice-Chancellor shall be the Principal Executive and Academic Officer of a University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside at the meetings of the University Council and at any convocation of the University. He shall be an ex-officio member and Chairman of the Academic Council and such other authorities and bodies as are provided under the provisions of the Act, and shall be entitled to be present and to speak at any meeting of any authority or body of the University concerned but shall not be entitled to vote thereat unless he is a member of the authority or the body concerned.
  2. It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes and the Regulations are faithfully observed and he shall have all powers necessary for the purpose.
  3. The Vice-Chancellor shall have power to convene meetings of the University Council, the Syndicate, the Academic Council and joint meetings of Faculties and Boards of Studies of the University concerned.

*Powers and duties of the Vice-Chancellor*



4. The Vice-Chancellor may take action as he deems necessary in any emergency which, in his opinion, calls for immediate action. He shall in such a case and as soon as may be thereafter, report his action to the officer, authority or other body of the University concerned who or which would ordinarily have dealt with the matter.
5. Save as otherwise provided in this Act, the Vice-Chancellor of a University shall have the powers to make appointments of the ministerial, technical and inferior staff.
6. The Vice-Chancellor shall give effect to the orders of the University Council and the Syndicate of the University concerned regarding the appointment, dismissal and suspension of persons in the employment of the University and shall exercise general control over the affairs of the University. He shall be responsible for the discipline of the University in accordance with this Act, Statutes and Regulations.
7. The Vice-Chancellor shall exercise such other powers as may be prescribed by Statutes and Regulations.
8. The Vice-Chancellor may delegate any of his powers under this Act or the Statutes and Regulations made there under to the Pro Vice-Chancellor or any other officer or body of the University concerned.
14. 1. There may be a Pro Vice-Chancellor for a University and shall be appointed by the Chancellor in consultation with the Pro-Chancellor in the manner provided for the appointment of a Vice-Chancellor. The term of office of the Pro Vice-Chancellor shall ordinarily be the same as that of the Vice-Chancellor and he shall receive such monthly salary not exceeding Rs. 2000/= and other facilities as the Chancellor may determine.

*The Pro Vice-Chancellor*



<sup>2</sup>[Provided that on the expiry of the term of his office, the Pro Vice-Chancellor shall be eligible for re-appointment for such term as the Chancellor may, in consultation with the Pro-Chancellor determine:

Provided further that the Pro Vice-Chancellor shall not be removed from his office except by order of the Chancellor passed in consultation with the Pro-Chancellor, on the ground of misbehavior or incapacity or if it appears to the Chancellor that the continuance of the Pro Vice-Chancellor in office is detrimental to the interests of the University, after due inquiry by such person who is or has been a Judge of a High Court to be nominated by the Chancellor, in consultation with the Pro-Chancellor in which the Pro Vice-Chancellor shall have an opportunity of making his representation against such removal].

2. Where any temporary vacancy in the office of the Pro Vice-Chancellor occurs by reasons of resignation, illness, leave or other cause, the Vice-Chancellor shall report the same to the Chancellor through the Pro-Chancellor along with his recommendations and the Chancellor may make such arrangements for carrying on the duties of the Pro Vice-Chancellor as he may consider fit.
15.
  1. Subject to the control of the Vice-Chancellor, the Pro Vice-Chancellor shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
  2. The Pro Vice-Chancellor of a University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations.
16.
  1. The Secretary to Government, Finance Department, or any other officer nominated by the Government of Jammu & Kashmir shall be the ex-officio Financial Adviser to both the Universities.

*Powers and duties of the Pro Vice-Chancellor*

*Financial Adviser*

<sup>2</sup> Substituted by Act XXVI of 1973, S.3



2. The Financial Adviser shall exercise general supervision over the funds of each University and shall advise it as regards its financial policy.
  3. The Financial Advisor shall be an ex-officio member of the University Council and the Syndicate of both the Universities.
  4. The Financial Adviser shall: -
    - a. present annual estimates and the statements of accounts to the Syndicate and the University Council, and
    - b. exercise such other powers and perform such other duties as may be prescribed by the Statutes and Regulations.
17. 1. The Registrar of a University shall be a whole-time officer and shall be appointed by the University Council on the recommendation of the Selection Committee, constituted under section 36(1). The terms and conditions of service and the emoluments of the Registrar shall be such as the University Council concerned may from time to time prescribe.
2. The Registrar of a University shall act as the Secretary of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection, the Board of Research Studies and other bodies of the University Concerned and keep the minutes thereof.
  3. The Registrar of University shall, subject to the sanction of the Vice-Chancellor and subject to the Regulations that may be framed in this behalf, control the ministerial, technical and inferior staff of the University concerned.
  4. The Registrar of a University shall be the custodian of the records, the common seal and such other property of the university concerned as the University Council or Syndicate may commit to this charge.

*Registrar*



5. The Registrar of a University shall have power to realize and receive all moneys due to the University and sign and grant receipts for the same, to make all disbursements on account of the University concerned and, subject to provisions of Statutes, sign such cheques or other instruments as may be necessary for the purpose.
6. The Registrar of a University shall issue over his signatures notice convening meetings of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection and the Boards of Research Studies of the University concerned.
7. The Registrar shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall render such assistance to the Vice Chancellor as may be required by him in the performance of his official duties.
8. The Registrar of a University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations or as may be assigned to him by any authority of the University concerned.
9. The Registrar may, with the previous approval of the Vice-Chancellor, delegate any of his powers prescribed under the provisions of this Act or the Statutes or the Regulations made there under to any other officer of the University.
18. 1. The Controller of Examinations of a University shall be a whole-time officer of the University concerned and shall be appointed by the University Council on the recommendation of the Selection Committee constituted in accordance with the provisions of Section 36(1) on such terms and conditions as the University Council may from time to time prescribe.

***Controller of Examinations***



2. It shall be the duty of the Controller of Examinations of a University to make arrangements connected with the setting and printing of question papers for all the examinations held by the University concerned including their safe custody and all other matters connected therewith.
  3. Subject to directions of the Syndicate, the Controller of Examinations of a University shall make all arrangements for the conduct of examinations of the University concerned.
  4. Subject to directions of the Syndicate, the Controller of Examinations of a University shall arrange all items of the examination work such as dispatch and transit of answer-books and question papers, evaluation of answer scripts, tabulation of results, complaints against question papers set for the examinations, use of unfair means, publication and rechecking of results and other related matters.
  5. The Controller of Examinations of a University shall exercise such other powers and perform such other duties as may be prescribed under the Statutes and Regulations from time to time.
  6. The Controller of Examinations of a University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor of the University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.
19. Save as otherwise expressly provided in this Act, the procedure for appointment and the powers of the officers of the University other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, the Financial Adviser, the Registrar and the Controller of Examinations shall be prescribed by the Statutes.

*Other  
Officers*



The Act

20. The following shall be the authorities of each University:-

1. The University Council;
2. The Syndicate;
3. The Academic Council;
4. The Faculties;
5. The Board of Studies;
6. The Boards of Research Studies;
7. The Board of Inspection; and
8. such other authorities as may be declared by the statutes to be the authorities of the University.

21. 1. There shall be a University Council in a University consisting of the following members, namely: -

*University  
Council*

- i. the Chancellor;
- ii. the Pro-Chancellor;
- <sup>3</sup>(ii-a). the Education Minister;
- iii. the Vice-Chancellor of the University concerned;
- iv. the Vice-Chancellor of the other University established under the provisions of this Act.
- v. the Pro Vice-Chancellor of the University, if any;
- vi. the Financial Adviser;
- vii. the Educational Adviser to the Government or the officer designated by the Government to be incharge of Higher Education;
- viii. two Deans of the Faculties of the University Concerned nominated by the Chancellor, by rotation;
- ix. one Principal of an affiliated/ constituent college of the University concerned nominated by the Chancellor by rotation  
<sup>4</sup>[x x x]

<sup>3</sup> Item (ii-a) to sub-section (1) of section 21 inserted by Act X of 1973



- <sup>5</sup>[ix-a] two members of the teaching staff belonging either to the University or the constituent/affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and
- x. two nominees of the Chancellor.
2. The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, shall be prescribed by Statutes in this behalf.
3. The meetings of the University Council of a University shall be presided over by the Chancellor, when present. In his absence, the Pro-Chancellor shall preside and in the absence of both the Chancellor and the Pro-Chancellor, the Vice-Chancellor of the University concerned shall preside.
- <sup>6</sup>(4). For purposes of electing a member for the Medical Council of India under sub-section (1) of section 3 of the Indian Medical Council Act, 1956, the University Council shall be deemed to be the Senate or the Court of a University.
22. The University Council of a University shall be the supreme authority of the University and shall have the following powers, namely: -
- a. to make Statutes under this Act and to amend and repeal the same in consultation with the Syndicate;
  - b. to make Regulations in consultation with the Syndicate;
  - c. to approve the financial estimates framed by the Syndicate of the University;
  - d. to approve plans of development and expansion of the University;

*Powers and  
functions of  
the University  
Council*

<sup>4</sup> Word "and" omitted by Act X of 1973

<sup>5</sup> Clause (ix-a) inserted *ibid*

<sup>6</sup> Sub-section (4) inserted by Act XXXVII of 1974, S.2



- e. to consider and pass resolutions on the annual reports; and
- f. save as otherwise provided in this Act, to appoint officers of the status of Joint Registrar, Deputy Librarian and above and teachers of the status of Readers and above and to define their duties.

Provided that no officer or teacher shall be appointed by a University Council until provision has been made for his salary in the approved budget of the University concerned;

Provided further that all appointments (Permanent or Temporary) to the posts of officers or teachers referred to in this section shall be made by the University Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of section 36 of this Act, and on such terms and conditions as may be prescribed by the Statutes;

Provided also that the Vice-Chancellor may make appointments of teachers referred to in this section as a temporary measure for a period not exceeding six months to carry on the work and if the recommendations of the Selection Committee are not received within a period of six months, the Vice-Chancellor may extend the appointment, if any, made by him, for the duration of the academic session with the approval of the University Council;

- g. to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes;
- h. to constitute committees for specific purposes and to assign such duties to them as it deems fit;
- i. to delegate such of its powers to any officer or authority of the University as it may deem fit;

Provided that such delegation is made by a majority of not less than two-thirds of the members of the University Council; and



j. to exercise such other powers of the University as are not otherwise provided for in this Act and the Statutes and Regulations made there under.

<sup>7</sup>22-A Notwithstanding anything contained in this Act or the Statutes made thereunder where the Chancellor is of the opinion that it is in the interest of the University necessary to do so, he may, after consulting Pro-Chancellor, appoint any eminent and qualified scholar as Professor or as Reader in the University on contract basis for such period and on such terms and conditions as he may determine.

23. 1. The Syndicate shall be the Chief Executive authority except in respect of the matters falling within the purview of the University Council concerned in accordance with the provisions of this Act and it shall consist of the following members, namely: -
- i. the Vice-Chancellor;
  - ii. the Pro Vice-Chancellor; if any;
  - iii. the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
  - iv. the Financial Adviser;
  - v. two Deans of the faculties of the University by rotation to be nominated by the Vice-Chancellor;
  - vi. two Deans of the faculties of other University by rotation to be nominated by the Chancellor;
  - vii. two Principals of affiliated or constituent colleges by rotation to be nominated by the Vice-Chancellor <sup>8</sup>[with the approval of Pro-Chancellor]

*Syndicate*

<sup>7</sup> Section 22-A inserted by Ac X of 1973, S.3.

<sup>8</sup> Substituted by Act X of 1973, S.4



- viii. one member of the Academic Council of the University concerned elected by the Council from amongst its members;
- ix. two members of the Syndicate of the other University elected by that body; and
- x. three nominees of the Chancellor at least one of whom shall be a woman connected with academic life.
2. The terms and conditions of the office of members of a Syndicate other than ex-officio member/s shall be such as may be prescribed by the Statutes in this behalf.
24. 1. Subject to the provisions of this Act, the Statutes and the Regulations, the Syndicate of a University shall exercise and perform the following powers and functions: -
- a. to frame the budget estimates of the University and to submit these to the University Council at a time to be prescribed by Statutes;
- b. to recommend the draft Statutes and Regulations or amendments or revocation thereof and other proposals for consideration by the University Council;
- c. to hold, control and administer the funds, property and other assets of the University;
- Provided that no expenditure shall be incurred which has not been included in the approved estimates except with the sanction of the University Council;
- Provided further that the Syndicate shall have powers of re-appropriation in accordance with the Regulations to be prescribed in this behalf;

*Powers &  
Functions of  
the Syndicate*



- d. save as otherwise provided in this Act to appoint officers (below the status of Joint Registrar and Deputy Librarian) and teachers (below the status of a Reader) and to define their duties:

Provided that no officer or teacher shall be appointed by a Syndicate until provision has been made for his salary in the approved budget of the University concerned:

Provided further that all appointments (permanent or temporary) to the post of officers or teachers referred to in this section shall be made by the Syndicate on the recommendations of the Selection Committee constituted for the purpose in accordance with the provisions of section 36 of this Act and on such terms and conditions as may be prescribed by the Statutes;

Provided also that the Vice-Chancellor may make appointments of teachers referred to in this section as a temporary measure for a period not exceeding six months to carry on the work and if the recommendations of the Selection Committee are not received within a period of six months, the Vice-Chancellor of the University may extend the appointments, if any, made by him, for the duration of the academic session with the approval of the Syndicate;

- e. to recognize teachers of the constituent colleges for purpose of integrated Honours and Postgraduate teaching on the recommendations of the Selection Committee to be constituted by the Syndicate for this purpose;
- f. to admit new colleges to the privileges of affiliated or constituent colleges of the University subject to the conditions to be laid down in the Statutes;



- g. to arrange for and direct the periodical and special inspection of the colleges and other institutions and hostels;
- h. to award scholarships, prizes, fellowships, exhibitions, bursaries and other such awards in accordance with the procedure prescribed in this behalf;
- i. to control and manage the Libraries of the University concerned;
- j. to provide buildings, premises, furniture, apparatus, equipment and other means and facilities needed for carrying on the work of the University concerned;
- k. to invest any moneys belonging to the University concerned including any unapplied income in any of the approved securities, or to place on fixed deposit in any bank, approved by the Government in this behalf, any portion of such moneys not required immediately for expenditure;
- l. to demand and receive such fees as may from time to time be prescribed by Statutes and Regulations;
- m. to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;
- n. to recommend to the University Council the plans for development and expansion of the University;
- o. to appoint paper setters and examiners for all the examinations held by the University in accordance with the procedure prescribed in the Statutes;
- p. to give directions for holding of examinations compilation and publication of results;
- q. to give directions for the editing, printing and publishing of such text-books for various examinations of the University as may be considered necessary for this purpose;



- r. to maintain proper standards of teaching and examination in consultation with the Academic Council of the University concerned;
  - s. to enter into, vary, carry out and cancel contracts on behalf of the University;
  - t. to direct the form, custody and use of the common seal of the University;
  - u. to accept donations, bequests or transfer of any movable or immovable property on behalf of the University concerned;
  - v. to exercise such other powers and perform such other duties as may be conferred upon or assigned to it by this Act or the Statutes;
  - w. to delegate whenever necessary, appropriate financial and administrative powers to the Vice-Chancellor, the Pro Vice-Chancellor, the Registrar, the Head of the Post-graduate Departments, the Controller of Examinations or any other officer of the University concerned.
2. Any difference or disagreement arising between the Syndicate and the Vice-Chancellor with regard to any decision taken by the Syndicate may be referred by the Vice-Chancellor to the Chancellor. The Chancellor shall refer back such decision to the Syndicate for reconsideration. In case the Syndicate endorses its earlier decision by a two-thirds majority, such decision shall be deemed to be final.
25. 1. The Academic Council of a University shall consist of the following persons, all of whom, shall be members ex-officio: -
- i. the Vice-Chancellor of the University concerned;
  - ii. the Pro Vice-Chancellor of the University concerned, if any;

*Academic  
Council*



- iii. the Deans of Faculties of the University concerned;
  - iv. the Heads of Department of the University concerned having the status of Professors or Readers;
  - v. Six Principals from the constituent colleges of the University concerned by rotation, nominated by the Vice-Chancellor;
  - vi. Four Professors from colleges of the University concerned representing subjects other than those represented by the Principals, nominated by the Vice-Chancellor; and
  - vii. Deans of the faculties of the other University established under the provision of this Act.
2. The Academic Council of a University shall have the powers to co-opt not more than five persons possessing special knowledge of subjects not otherwise adequately represented on the Academic Council;
3. The terms and conditions of the office of the co-opted members of the Academic Council shall be such as may be prescribed by the Statutes in this behalf.
26. 1. The Academic Council of a University shall have following powers and functions:
- a. to control and regulate the standards of teaching and examinations in the University;
  - b. to prescribe the syllabi and the courses of study for all the examinations held by the University except such text books as may be got edited, printed and published by the Syndicate direct in accordance with the procedure laid down in the regulations;
  - c. to make proposals to the syndicate and the University Council for the institution of Professorships, Readerships, Lecturerships or other teaching posts and in regard to the duties and emoluments thereof in accordance with the provisions of this Act;

*Powers and functions of the Academic Council*



- d. to formulate, modify or revise, subject to control of the Syndicate and the University Council schemes for the constitution of Faculties and for the assignment of subjects to the Faculties;
  - e. to nominate teachers or specialists to the faculties;
  - f. to promote research within the University and to require reports of such research from persons engaged therein;
  - g. to advise the Syndicate and the University Council on academic matters; and
  - h. to make proposals to the higher authorities of the University for supplementing the teaching provided in the constituent and affiliated colleges.
2. The Academic Council shall not take any decision on any academic matter falling within its competence which involves financial and administrative implications, without obtaining the previous approval of the Syndicate or the University Council, as the case may be.
  3. The Academic Council of a University shall have the powers to appoint a Standing Committee of the members of the Academic Council, of which not less than two-thirds shall be University Professors, Readers, Principals or teachers of affiliated and constituent colleges not lower in rank than that of a Professor and to delegate to it such of its powers as it may deem fit. The Standing Committee shall have powers to invite experts, whenever necessary, for advise on a particular matter under consideration.
27. 1. The University of Kashmir <sup>9</sup>[shall have the Faculties one each for] Arts, Science, Social Sciences, Commerce, Education, Engineering, Medicine, Agriculture, Unani Medicine, Oriental Learning and such other Faculties as may be prescribed by the Statutes of the University from time to time.

**Faculties**

<sup>9</sup> Substituted by Act VIII of 1970



2. The University of Jammu <sup>10</sup>[shall have the Faculties one each for] Arts, Science, Social Sciences, Commerce, Education, <sup>11</sup>[x x x] Ayurvedic Medicine, Oriental Learning, Law and such other Faculties as may be prescribed by the Statutes of the University from time to time.
3. a. <sup>12</sup>[Each of the Faculties of Arts], Science, Social Sciences, Education and Commerce shall consist of: -
- i. the Professors and Readers of the University Departments comprised in the Faculty;
  - ii. such Principals of constituent and affiliated colleges of the University concerned as are qualified to teach any subject comprised in the Faculty;
  - iii. Heads of the Departments of the constituent colleges, if any, not lower in rank than that of Professors representing each subject comprised in the each Faculty;
  - iv. Heads of the Department of the affiliated colleges, if any, not lower in rank than that of Professor representing each subject comprised in the each Faculty;
  - v. Two persons other than teachers nominated to the Faculty by the Academic Council possessing expert [knowledge in the subject] [comprised in the each Faculty].
- b. The Faculty of Engineering shall consist of: -
- i. Principals of the colleges concerned;
  - ii. Heads of the Departments of the subjects [comprised in the each Faculty];

<sup>0</sup> Substituted by Act VIII of 1970

<sup>1</sup> Word "Agriculture" omitted *ibid*

<sup>2</sup> Substituted by Act VIII of 1970 for the words "comprised in the Faculty" and "knowledge in the subject" wherever occurring.



- iii. Professors of the subjects [comprised in the each Faculty];
  - iv. Three persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of the subject] or subjects [comprised in the each Faculty];
- c. The Faculty of Medicine shall consist of:-
- i. Principals of the colleges concerned;
  - ii. Heads of the Department in each subject [comprised in the each Faculty];
  - iii. Professors and Associate Professors in each subject [comprised in the Faculty] and;
  - iv. Two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject] or subjects [comprised in the each Faculty].
- d. The Faculty in Agriculture shall consist of :-
- i. Principals of the colleges imparting instruction in the Faculty;
  - ii. Professors teaching the subjects [comprised in the each Faculty];
  - iii. Six teachers of the constituent and affiliated colleges imparting instruction in the Faculty to be nominated by the Vice-Chancellor;
  - iv. Two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of the subject] or subjects [comprised in the each Faculty].
- e. The Faculty of Oriental Learning shall consist of: -
- i. such Heads of the Oriental Institutions representing different subjects as are nominated by the Vice Chancellor;



- ii. eight persons to be nominated to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects comprised in the Faculty at least half of whom will be University Professors, Readers and Principals of affiliated and constituent colleges;
- iii. three persons possessing special knowledge of subjects not otherwise adequately represented on the Faculty to be co-opted by the Faculty;
- f. The Faculty of Unani Medicine shall consist of:-
  - i. Principals of the colleges imparting instruction in the Faculty;
  - ii. Professors teaching the subject comprised in the Faculty;
  - iii. Six teachers of the constituent and affiliated colleges imparting instruction in the Faculty, to be nominated by the Vice-Chancellor;
  - iv. Two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject] or subjects [comprised in the Faculty];
- g. The Faculty of Ayurvedic Medicine shall consist of: -
  - i. Principals of the colleges imparting instruction in the Faculty;
  - ii. Professors teaching the subjects [comprised in the Faculty];
  - iii. six teachers of the constituent and affiliated colleges imparting instruction in the faculty, to be nominated by the Vice-Chancellor;



- iv. two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of subject] or subjects [comprised in the Faculty]
- h. The Faculty of Law shall consist of: -
  - i. Professors of the University Department of Law;
  - ii. one Reader and one Lecturer of the University, Department of Law nominated by the Vice-Chancellor by rotation according to seniority;
  - iii. five persons elected by the Academic Council for their special knowledge of the subject taught in the Faculty; and
  - iv. three persons not connected with the University, having expert knowledge of Law, co-opted by the Faculty.
- 4. Notwithstanding the constitution of the Faculties given in this section, the Vice-Chancellor of a University shall have the power to nominate the remaining members whenever the total number of members of a Faculty is less than ten.
- 5. The composition of the Faculties not prescribed in this Act shall be prescribed by the Statutes.
- 6. The terms and conditions of the office of the members of a Faculty shall be such as may be prescribed by the Statutes in this behalf.
- 28. Each Faculty of a University shall have the following powers: -
  - a. subject to the control of the Academic Council, to organize the teaching work of the University in the subjects assigned to the Faculty;
  - b. to suggest to the Academic Council the syllabi and courses of studies for the different examinations after consulting the Boards of Studies, except such text-books as may be got edited, printed and published in the manner prescribed under the Regulations;

*Powers of each Faculty*



The Act

- c. to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions;
- d. to deal with any matter referred to it by the University Council or the Syndicate or the Academic Council;
- e. to discharge such other functions as may be prescribed by the Statutes and Regulations;
- f. to transact such other business as may be approved by the Deans of the Faculties.

29. 1. <sup>13</sup> There shall be a Dean of each Faculty who shall be nominated by the Vice-Chancellor by rotation according to seniority in the manner and subject to such conditions as may be prescribed by the Statutes;

*The Deans*

Provided that the office of the Dean of a Faculty shall be held by a member of the Faculty who is a University Professor in a subject comprised in a Faculty and in case there is no University Professor in any subject comprised in the Faculty, it may be held by a member of the Faculty who is the Principal of a College or Head of an Institution.

Provided further that no person shall hold the office of the Dean for more than two consecutive terms except where there is no other person eligible to hold the office.

- 2. The Dean of Faculty shall be responsible for the due observance of the Statutes and Regulations relating to his Faculty;
- 3. Each Faculty shall comprise such subjects of the study as may be prescribed by the Regulations.

<sup>13</sup> Sub-section (1) of section 29 substituted by XXI of 1988, S.2.



30. 1. In a University there shall be a Board of Studies for a subject or subjects comprised in a Faculty in accordance with the provisions of the Regulations.
2. Each Board of Studies except in the case of Boards assigned to the Faculties of Medicine, Engineering, Agriculture, Law, Ayurvedic Medicine and Unani Medicine shall consist of the following members, namely: -
- a) the Professors of the University Department in the subject assigned to the Board, if there are any;
  - b) the Readers of the University Department in the subject assigned to the Board, if there are any;
  - c) the Head of the Department in the subject concerned from each constituent college, not lower in rank than that of a Professor;
  - d) the Head of the Department in the subject concerned from each affiliated college, not lower in rank than that of a Professor;
  - e) one persons who is not a teacher in any affiliated or constituent college of the University or a Department of the University, nominated by the Faculty <sup>14</sup>[x x x]

*Boards of Studies*

Provided that where in a particular subject there is no teacher of the status of a Professor, the teacher incharge of the Department in the subject concerned from an affiliated or constituent college shall be the member of the Board;

Provided further that where it is found that the Board of Studies in any subject is not adequately represented, the Vice-Chancellor of the University concerned may authorize co-optation of teachers in the subject from colleges or the University Department to the extent of three members.

<sup>14</sup> words omitted by Act X of 1973.



3. The Professor of the University Department senior to all other Professors in the Department shall be the Convenor and in case there is no Professor of the University Department in a subject, the Board of Studies shall elect one of its members as the Convenor of the Board.
4. The terms and conditions of the office of the members of a Board of Studies shall be such as may be prescribed by the Statutes in this behalf.
5. Where a Board of Studies comprises more than one subject, the Vice-Chancellor may constitute the Board on similar lines so as to ensure that each subject comprised in the Board is adequately represented on it;  
Provided that the total number of members of the Board so constituted does not exceed ten;
6. The Board of studies for each subject assigned to the Faculties of Medicine, Engineering, Agriculture, Law, Ayurvedic Medicine and Unani Medicine shall be constituted by the Dean of the Faculty concerned in consultation with the Vice-Chancellor. Each Board for a subject or subjects shall consist of not more than seven members and the teacher senior to all other teachers shall act as the convenor of the Board.
7. <sup>15</sup>[Notwithstanding anything contained in this section or any Statute or Regulation made thereunder, each University may have a Board of Post-graduate Studies for each subject in which Post-graduate instruction is imparted, and a Board of Under-graduate Studies for the subject or subjects in which Under-graduate instruction is imparted. The composition of these Boards shall be such as may be determined by the Chancellor in consultation with the Vice-Chancellor of the University concerned].

<sup>15</sup> Sub-section (7) added by Act III of 1979



31. 1. It shall be the duty of each Board of Studies to make suggestions to the Faculty concerned regarding: -
- a. syllabi for the subject or subjects of instruction;
  - b. combination of subjects permitted in various courses;
  - c. new courses of study except such text books as may be got edited, printed and published by the Syndicate of the University concerned in accordance with the Regulations prescribed in this behalf;
  - d. appointment of paper-setters and examiners; and
  - e. any matter referred to it by the University Council, the Syndicate, the Academic Council or the Faculty concerned.
2. The Boards of Studies shall also discharge such other functions as may be prescribed by the Statutes or the Regulations.

*Powers and functions of Board of Studies*

32. 1. There shall be Boards of Research Studies, one each for Arts, Science, Social Studies and such other fields of study as may be specified by the Syndicate concerned after having consulted the Academic Council of the University concerned. Each Board shall consist of the Vice-Chancellor, the Pro Vice-Chancellor, the Registrar, the Dean and the Heads of the University Departments of the subjects comprised in the faculty with power to co-opt members;

*Boards of Research Studies*

Provided that an expert in the subjects concerned may be invited to advice on a particular matter relating to each subject. The co-opted members shall hold office for a period of three years. The Vice-Chancellor shall be ex-officio Chairman of each Board and in his absence, the Pro Vice-Chancellor shall act as Chairman.



2. Each Board shall organize research studies under the guidance of the Academic Council and in accordance with the Statutes and Regulations prescribed in this behalf.
33. 1. Each Board shall have the following Powers and functions namely: -
- a. to consider and grant applications for registration for the research degrees in the light of the recommendations made by the Head of the Post-graduate Department concerned;
  - b. to appoint supervisors for the guidance of research studies;
  - c. to prescribe the maximum number of research scholars to be guided by an approved supervisor;
  - d. to submit to the Academic Council suggestions and proposals for organizing or improvement of the research studies in the University; and
  - e. to consider any other matter referred to it by the Academic Council, the Syndicate and the University Council.
34. 1. There shall be a Board of Inspection in a University consisting of the following members, namely:-
- a) The Vice-Chancellor of the University;
  - b) The Pro Vice-Chancellor of the University, if any;
  - c) The Educational Adviser to the Government or the officer designated by the Government to be incharge of Higher Education;
  - d) Two Deans of Faculties of the University concerned by rotation, nominated by the Vice-Chancellor;
  - e) Two Principals from colleges nominated by the Vice-Chancellor by rotation; and
  - f) The Registrar.

*Powers and functions of the Board of Research Studies*

*Board of Inspection*



2. The terms and conditions of the office of the members of the Board of Inspection shall be such as may be prescribed by the Statutes in this behalf.
35. 1. Subject to the provisions of this Act and the Statutes and Regulations made thereunder, the Board of Inspection shall perform the following functions; -
- a. receive all applications for recognition or affiliation of colleges and other teaching institutions including all applications for recognition in new courses or subjects referred to it by the Syndicate and cause an inspection to be made and lay its report before the Syndicate for decision;
  - b. appoint inspectors for the inspection of a college once at least within a period of three years after the grant to it of the privileges of an affiliated or constituent college or after the inspection last held, consider the report of the inspectors and forward it to the Syndicate with its recommendations.
2. The inspection of colleges and other teaching institutions applying for affiliation or recognition shall be conducted <sup>16</sup>[by a committee to be appointed by the Board of Inspection]. In the case of a college applying for recognition in courses or subjects the Committee of Inspection shall consist of the following members; -
- a. one member of the Board of Inspection, nominated by the Vice-Chancellor;
  - b. the Head of the University Departments concerned, if there are any in the subjects; and
  - c. the Dean of the Faculty concerned.

*Functions of  
the Board of  
Inspection*

<sup>16</sup> Substituted by Act X of 1973. S. 6



36. 1. Save as otherwise provided in this Act, there shall be Selection Committees in a University comprising the following members for selection of teachers and officers for appointment in the University concerned:-

*Selection  
Committees*

<sup>17</sup>a. Committee for appointment of teachers:

A) for Lecturer or equivalent post: -

- i. Vice-Chancellor (Chairman);
- ii. Chairman, Public Service Commission or a member of the Public Service Commission nominated by him;
- iii. Three experts having special knowledge of the subject concerned in which the appointment is to be made, nominated by the Vice-Chancellor from the panel of experts recommended by the Vice-Chancellor and approved by the University Council;

Provided the panel shall be reviewed after every two years;

iv. Head of Department concerned;

Provided that he is not lower than the status of a Reader; and

v. an academician nominated by the Chancellor;

B) for Reader or equivalent post

- i. Vice-Chancellor (Chairman);
- ii. Chairman, Public Service Commission or a member of the Public Service Commission nominated by him;
- iii. an academician to be nominated by the Chancellor;
- iv. Three experts in the concerned subject/ field, out of the panel recommended by the Vice-Chancellor and approved by the University Council;

<sup>17</sup> Substituted by Act XV of 2000



Provided the panel shall be reviewed after every two years;

v. Dean of the Faculty concerned, if he is of the status of a University Professor; and

vi. Head of the Department concerned;

Provided that he is not lower in status than that of a Reader and is not a candidate for the said post;

Provided further that the bio-data and reprints of three major publications of the applicant have been got assessed by the same three external experts who are to be invited to interview the candidate; and

C) for Professor or equivalent post:-

The composition of the Selection Committee shall be the same as that for the post of a Reader under sub-clause (B);

Provided that the Head of the Department is not lower in status than that of a Professor;

Provided further that the bio-data and reprints of the three major publications of the applicant of which one should be a book or research report have been got assessed by the same three external experts who are to be invited to interview the candidates and the assessment report shall be placed before the Selection Committee;

D) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above:-

i. Vice-Chancellor (Chairman);

ii. Pro Vice-Chancellor, if any;

iii. Financial Advisor; and

iv. A member of the University Council concerned, nominated by the Chancellor.



- E) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian: -
- i. Vice-Chancellor (Chairman);
  - ii. Pro Vice-Chancellor, if any;
  - iii. Financial Advisor;
  - iv. A member of the Syndicate concerned nominated by the Vice-Chancellor;
  - v. The Registrar.
- 18 2. The quorum of the Selection Committee for appointment of teacher under clause (a) of sub-section (1) shall be four including at least two external experts. In respect of the selection to the posts referred to in clauses (b) and (c) of said sub-section (1), the majority of members shall form the quorum.
3. The terms and conditions of the office of the members of the Selection Committee shall be such as may be prescribed by the Statutes in this behalf.
37. The constitution, powers and duties of such other authorities as may be decided by the Statutes to be authorities of the University shall be provided for in the manner prescribed by the Statutes. *Other Authorities*
38. The accounts of a University shall, once in every year and at the intervals of not more than fifteen months, be audited by auditors appointed by the Government and a copy of the accounts together with the auditor's report, shall be published in Government gazette. *Audit of Accounts*
39. Where any provision of this Act or the Statute or Regulations refers to any officer of the Government by designation then, if that designation is altered or the office, held by such officer ceases to exist, the reference to that designation, shall be construed as reference to the altered designation or, as the case may be, to such corresponding officer as the Government may direct. *Alteration in the designation of a Govt. Officer*

<sup>18</sup> Substituted by Act XV of 2000



**STATUTES AND REGULATIONS**

40. Subject to the provisions of this Act, the statutes may provide for all or any of the following matters, namely:- *Statutes*
- a. the holding of Convocation by a University to confer degrees;
  - b. the conferment of Honorary Degrees;
  - c. the institution of Fellowships, Scholarships, Exhibitions, Bursaries, Medals and Prizes;
  - d. the conditions of service of the Vice-Chancellor and other officers of the University;
  - e. the designation and powers of the officers of the University;
  - f. the constitution, powers and duties, of the authorities of the University;
  - g. the conditions for recognition and affiliation of colleges and other institutions of the University;
  - h. the classification of teachers employed by the University;
  - i. the constitution of a pension or general provident fund or contributory provident fund for the benefit of the officers, teachers and other servants employed by the University;
  - j. the conditions under which students shall be admitted, to the examinations conducted by the University, and be eligible for degrees, diplomas or certificates;
  - k. the fees to be charged for admission to the examinations and the Departments of the University;
  - l. the conditions and mode of employment and the duties of examiners and paper-setters;
  - m. the conduct of examinations;
  - n. the admission of students to constituent and affiliated colleges;



- o. the number, qualifications and emoluments of teachers employed by the University; and
- p. all matters which by this Act are to be or may be prescribed by the Statutes.

41. 1. Subject to the provisions of sections 48 and 51 of this Act, the Statutes may be amended or repealed or added to by Statutes made by the University Council in the manner hereinafter appearing;

*Statute  
formulation*

2. The University Council may of its own motion take into consideration the draft of any Statute submitted to it by one of its own members;

Provided that in any such case, before a Statute is passed, the opinion of the Syndicate or if the draft of such a Statute affects the powers, duties or emoluments of any officer, teacher, authority or board, a report from the person or body concerned together with the opinion of the Syndicate shall be taken into consideration by the University Council.

3. The Syndicate of a University may propose to the University Council the draft of any Statute to be passed by the University Council at its next meeting. The University Council may approve such draft and pass the Statute, or may reject it, or may return it to the Syndicate for reconsideration either in whole or in part, together with any amendments which the University Council may suggest. After any draft so returned has been further considered by the Syndicate together with any amendments suggested by the University Council, it shall again be presented to the University Council with the report of the Syndicate and the University Council may then deal with the draft in such manner as it may think proper.



4.
  - a. when the University Council has passed a Statute, it shall be submitted to the Chancellor who may assent to it or may withhold his assent or may refer it back to the University Council for further consideration.
  - b. If the University Council rejects the draft of a Statute proposed by the Syndicate, the draft shall be submitted to the Chancellor who may refer it back to the University Council for further consideration.
  - c. A Statute passed by the University Council shall not become valid until assent thereto of Chancellor<sup>19</sup> has been notified.
5. The Syndicate shall not propose the draft of any Statute or of any amendment of a Statute:
  - a. affecting the status, powers or constitution of an authority of the University until such authority has been given an opportunity of expressing an opinion upon the proposal. Any opinion so expressed shall be in writing and shall be considered by the University Council and shall be submitted to the Chancellor; and
  - b. affecting the conditions of recognition and affiliation of constituent and affiliated colleges to the University concerned except after consultation with the Academic Council concerned.
42. The authorities and the bodies of the University may recommend to the University Council Regulations consistent with this Act and the Statutes providing for all or any of the following matters: -
  - a. the procedure to be observed at their meetings and the number of members required to form a quorum;
  - b. the notice to be given of the meetings and of business to be considered thereat, the keeping of records of their proceedings and similar matters;

*Regulations*

<sup>19</sup> words substituted by Act x of 1973. S.8



## The Act

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- c. all matters which by this Act or the Statutes are to be prescribed by the Regulations;
  - d. the conditions of residence of students;
  - e. the discipline of students;
  - f. the classification or inclusion of subjects of study in various Faculties;
  - g. the constitution, powers and duties of the various Boards of the University;
  - h. the periodical inspection of constituent or affiliated colleges and other institutions.
43. 1. University Council of a University shall make Regulations in consultation with the Syndicate after receiving drafts from the authorities and bodies of the University;
- Provided that the University Council shall not consider the draft of any Regulations regarding classification or inclusion of the subjects of study in the various Faculties, otherwise than on the recommendation of the Academic Council.
2. Regulations shall not be made for those matters which under section 40 of this Act may be provided for by the Statutes.

### *Regulations formulation*

## **SUPPLEMENTARY PROVISIONS**

44. The Annual Report of a University shall be prepared at the close of a financial year under the directions of the Syndicate and shall be submitted to and considered by the University Council.
45. If any question arises whether any person has been duly elected, appointed or co-opted as, or is entitled to be a member of any authority or other body of the University, or whether any decision of the University or of any of its bodies, authorities or committees is in conformity with the Act, the Statutes or the Regulations, the matter shall be referred to the Chancellor whose decision thereon shall be final.

### *Annual Report*

### *Disputes as to constitution of University Authorities or Bodies*



46. 1. All casual vacancies among the members (other than ex-officio members) of any authority or other body of a University shall be filled, as soon as conveniently may be, by the persons or body who appointed, elected or co-opted the member who appointed, elected or co-opted, to a casual vacancy, shall be a member of such authority or body for the residue of the term for which the person whose place he fills, would have been a member.
2. A person who is a member of an authority of a University as a representative of another body whether of the University or outside, shall retain his seat on the University authority, so long as he continues to be member of the body by which he was appointed or elected and thereafter till his successor is duly appointed.

*Filling of casual vacancies*

47. No act or proceedings of any authority or other body or committee of a University shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceedings who is subsequently found not to have been entitled to do so.

*Proceedings of University authorities and bodies not invalidated by vacancies*

48. 1. At any time after the passing of this Act and until such time as the two Universities and their authorities shall have been duly constituted or until such time as the Chancellor may desire, a Special Officer shall be appointed by the Chancellor for a University;
2. Subject to the superintendence of the Vice-Chancellor, the Special Officer shall examine the Statutes and Regulations continued under section 51 of this Act and propose such modifications, alterations and additions therein as may be necessary to bring such Statutes and Regulations in conformity with the provisions of this Act. The modifications, alterations and additions proposed by the Special Officer shall, if approved by the Chancellor, be deemed to have been made by the competent authority under this Act and shall continue to be in force until altered or superseded by the authority constituted under this Act.

*Appointment of Special Officer until University authority duly constituted*

The Act



49. 1. Notwithstanding anything contained in this Act or the Statutes with regard to the conditions of the recognition and affiliation of colleges and other educational institutions, all colleges and educational institutions, affiliated to or recognized by the University of Jammu and Kashmir under the provisions of Jammu and Kashmir University Act, 1965 shall, immediately after the commencement of this Act, become affiliated to or recognized by the University of Kashmir or the University of Jammu in the territorial jurisdiction of which such college or educational institution is situated, in the same subjects, up to the same standard and on the same conditions as these were affiliated or recognized before the commencement of this Act.
2. Notwithstanding anything contained in this Act or the Statutes or Regulations' any student in a college or any other educational institution affiliated to or recognized by the University of Jammu and Kashmir, who immediately before this Act comes into force was studying or was eligible for any examination under the provisions of the Jammu and Kashmir University Act, 1965, shall be permitted to complete his course in preparation therefore in either of the two Universities and each of the University shall provide for the instruction and examination of such student in accordance with the prospectus of studies of the Jammu and Kashmir University Act, 1965, unless otherwise decided by the respective University Council.
50. If any difficulty arises as to the first constitution of any authority of a University after the commencement of this Act, or otherwise in giving effect to the provisions of this Act, the Government may by order do anything which appears to them necessary for the purpose of removing the difficulty.

*Affiliation of  
State  
Educational  
Institutions  
with the  
University of  
Kashmir and  
the University  
of Jammu*

*Removal of  
difficulties*

The Act



51. All the Statutes and Regulations' made under the Jammu and Kashmir University Act, 1965 and in force immediately before the commencement of this Act, shall so far as may be consistent with the provisions of this Act, continue to be in force in each University after the commencement of this Act.

*Continuance  
of the existing  
Statutes and  
Regulations*

52. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder or in any other law for the time being in force: -

*Continuance  
of service of  
the existing  
employees and  
their  
allocation*

1. all employees of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965, (other than those serving on contract or on deputation in the University or those serving in the Publication Bureau of the University) who, immediately before the commencement of this Act, were holding or discharging the duties of any post or office in connection with the affairs of the said University shall, subject to the provisions of sub section(2), continue in service on the same terms and conditions as regulated their service before such commencement;

2. the Chancellor, may, in consultation with the Pro-Chancellor, by order allocate the employees of the University of Jammu and Kashmir (other than those serving on contract or deputation in the University or those serving in the Publication Bureau of the University) between the University of Kashmir and the University of Jammu constituted under this Act in such manner as he may consider necessary and every such allocation shall be deemed to be an appointment, transfer or promotion, as the case may be, to the post or office by the competent authority under this Act;

Provided that in making such allocation the conditions of service of employment of such employees shall not be varied to their disadvantage;



3. the employees of the Publication Bureau of the University of Jammu and Kashmir along with the assets and liabilities of the said Bureau shall stand transferred to the Jammu and Kashmir Board of Secondary Education constituted under the Jammu and Kashmir Secondary Education Act, 1965, with effect from such date after the commencement of this Act as the Chancellor may specify;

Provided that the conditions of service of such employees shall not be varied to their disadvantage on account of such transfer; and

4. all persons who immediately before the commencement of this Act were holding or discharging the duties of any post or office in connection with the affairs of the University of Jammu and Kashmir, on contract basis or by virtue of their deputation to such posts or offices from other services in the state, unless otherwise ordered by the Chancellor after consulting the Pro-Chancellor, shall cease to hold such posts or to discharge such duties after 60 days from the commencement of this Act and all such contracts with, or deputations to, the University of Jammu and Kashmir, shall stand terminated with effect from the expiry of the said period of 60 days.
53. The Chancellor or the Pro-Chancellor may after consulting the Vice-Chancellors of the two Universities, transfer any employee from one University to another University if such transfer is considered by him necessary in the interest of administration of the Universities constituted under this Act.
54. The Gulmarg Research Observatory shall, after the commencement of this Act, be under the administrative control of the University of Kashmir. The Chancellor in consultation with the Pro-Chancellor may, for purposes of its efficient administration and representation of the two Universities on its Board of Management, issue such directions as he may deem fit.

*Inter-  
University  
Transfer*

*Gulmarg  
Research  
Observatory*



55. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder--

*Transitional  
arrangements*

1. the appointment of the first Vice-Chancellors, the first Pro Vice-Chancellors, the first Registrars and the first Controllers of Examinations of both the Universities constituted under this Act shall be made by the Chancellor in consultation with the Pro-Chancellor, and, until the first appointment as aforesaid is made, the Chancellor may, after consultation with the Pro-Chancellor, make provisional appointments on the said posts on such terms and conditions and for such period as the Chancellor may direct;
2. the Syndicate of the two Divisions of the University of Jammu and Kashmir constituted under the provisions of the Jammu and Kashmir University Act, 1965, shall, until such time as the authorities of a University be constituted under the provisions of this Act, perform such duties and exercise such powers in respect of the University concerned as have been conferred upon the Syndicates, the Academic Councils, the Faculties, the Boards of Studies, the Boards of Inspection and the Boards of Research Studies in accordance with the provisions of this Act, the Statutes and Regulations made thereunder; and
3. all degrees, diplomas and certificates shall continue to be granted and issued by each University constituted under this Act in the name of "University of Jammu and Kashmir" until such date as the Chancellor may determine and all such degrees, diplomas and certificates shall be as good and valid as if granted or issued by the concerned University under this Act.

56. 1. The assets and liabilities of the Jammu Division and the Kashmir Division of the University of Jammu and Kashmir existing immediately before the commencement of the Act, shall form the assets and liabilities of the University of Jammu and the University of Kashmir respectively.

*Assets and  
Liabilities*



## The Act

2. The assets and liabilities of the Central Unit of the University of Jammu and Kashmir, existing immediately before the commencement of the Act, shall be apportioned between the University of Jammu and the University of Kashmir in such manner as the Chancellor in consultation with the Pro-Chancellor may determine.
57. Where immediately before the commencement of this Act, the University of Jammu and Kashmir was a party to any legal proceedings with respect to any property, rights, or liabilities, the University of Kashmir or the University of Jammu which succeeds to acquire a share in that property or those rights or liabilities by virtue of this Act shall be deemed to be substituted for the University of Jammu and Kashmir as a party to those proceedings and the proceedings may continue accordingly.
58. 1. The Kashmir and Jammu Universities Ordinance, 1969 (X of 1969) is hereby repealed.
2. Notwithstanding the repeal of the said Ordinance or the repeal of the Jammu and Kashmir University Act, 1965 under the said Ordinance: -
- a. all degrees conferred, and diplomas, certificates and privileges granted by the University of Jammu and Kashmir under the Jammu and Kashmir University Act, 1965, shall be as good and valid as if conferred and granted by the University concerned under the Act;
- b. the Syndicates of the Divisions of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965, shall continue for purposes of sub-section (2) of section 55 of this Act for the period mentioned in the said sub-section;

*Legal  
Proceedings*

*Repeal and  
Saving*



- c. anything done, any action taken, any appointment made or order issued <sup>20</sup> under the said Ordinance or under the Jammu and Kashmir University Act, 1965 shall be deemed to have been done, taken, made or issued under this Act:

Provided that if any appointment was made under the said Ordinance or under the Jammu and Kashmir University Act, 1965 subject to any condition, such appointment shall continue subject to that condition under this Act.

59. <sup>21</sup> [The statutes passed by the University Council of Jammu at its meeting held on 30<sup>th</sup> March, 1973 and assented to by the Chancellor on 1<sup>st</sup> April, 1973 shall be and shall always be deemed to be valid notwithstanding that the assent of the Chancellor to the said Statutes was not published in the Government Gazette as was required under clause (c) of sub-section (4) of section 41 of the Kashmir and Jammu Universities Act, 1969 and accordingly: -

*Validation*

- a. the statutes aforesaid shall;
- i. continue to be in force unless and until altered or superseded under this Act;
- ii. not be called in question on the ground that assent of the Chancellor thereto was not published in the Government Gazette; and
- b. anything done, any action taken or order made in pursuance of the said Statutes shall be and shall always be deemed to have been validly done, taken or made].

<sup>20</sup> Words substituted by Act X of 1973 S.8

<sup>21</sup> Section 59 added by Act IX of 1977, S.2



## DEFINITIONS

### (Statutes and Regulations)

In the Statutes and Regulations, unless there is anything repugnant in the subject or context:-

*Statutes*

- i) The "Act" means the Kashmir and Jammu Universities Act 1969;
- ii) "Officers", "Authorities", "Professors", "Readers", "Lecturers", "Scientific Officers", "Demonstrators" and "Sub-ordinate Staff" means respectively, "Officers", "Authorities", "Professors", "Readers", "Lecturers", "Scientific Officers", "Demonstrators" and the "Ministerial, technical and inferior staff" of the University;
- iii) "*Department*" means a Department of teaching established and maintained by the University;
- iv) "*Constituent Colleges*" means the Colleges and Institutions imparting instruction at least upto the integrated Honours course, or for a Bachelor's Degree in a professional course recognized as such by the University;
- v) "*Affiliated Colleges*" shall be Colleges and Institutions imparting instructions upto Bachelor's Degree excluding a Degree in Professional Course;
- vi) "*Oriental Institutions*" which prepare students for various non-degree examinations in the Faculty of Oriental Learning, viz; Proficiency, High Proficiency and Honours in the Oriental Classical and Modern Indian Languages

## Definitions



- shall be treated as affiliated colleges for purposes of the constitution of the concerned Faculty and the Board of Studies only.
- “Only such Oriental Institutions as prepare students for degree examinations in the Faculty of Oriental Learning, namely, B.O.L. or M.O.L (when these are organized by the University) shall be treated as affiliated colleges for all purposes”
- vi.) “*An Indian University*” means an Indian University incorporated by any law for the time being in force;
- viii) Unless otherwise provided in the Statutes and Regulations, “*Academic Year*” wherever mentioned shall mean the period from the date of commencement of the class to the date of the commencement of the annual examination held for that class;
- ix) “*Late College Student*” means one who has completed the prescribed course for a particular examination in a University Department or constituent/affiliated college or any other recognized institution and has either failed or not appeared in that examination.



## CHAPTER - I

### OFFICERS

1. In addition to the officers mentioned in Section 9 of the *Statutes* Act, there shall be the following officers: -
  - 1) <sup>1</sup>Dean, Academic Affairs;
  - 2) Dean, College Development Council;
  - 3) Librarian;
  - 4) Chief Proctor;
  - 5) Additional Controller of Examinations;
  - 6) Dean Students Welfare;
  - 7) Deputy Chief Proctor/Proctor;
  - 8) Deputy Librarian;
  - 9) Deputy Registrar/Development Officer;
  - 10) Deputy Controller of Examinations;
  - 11) Director, Physical Education;
  - 12) Director, Bureau of Educational & Vocational Guidance;
  - 13) <sup>2</sup>Special Assistant to Vice Chancellor;
  - 14) Senior Assistant Librarian;
  - 15) Assistant Registrar;

<sup>1</sup> Amended vide Univ. order No. F(Dean-AA)Adm/KU dated 26-03-2008

<sup>2</sup> University Council resolution dated June 02, 2008.



16) Assistant Controller of Examinations/  
Confidential Assistant to Controller of  
Examinations;

17) Assistant Librarian;

18) Assistant Engineer.

1.1 In addition to the duties assigned to and powers vested in him under section 13 of the Act, it shall be competent to the Vice Chancellor: -

*Vice  
Chancellor*

- i. to depute officers, teachers and other employees of the University on University work;
- ii. to permit the teachers and officers to attend the meetings and conferences recognized by the University within and outside the state;
- iii. to treat on duty for a period of 15 days extendable to 20 days in exceptional cases in a year from January to December, in the case of teachers and officers to enable them to attend meetings and academic conferences recognized by the University and the committees constituted by the State Government or other recognized bodies and to conduct the viva or practical examination/s outside the jurisdiction of the University or any other academic programme beneficial to the teachers /officers of the University as may be decided by the Vice-Chancellor.
- iv. to treat on duty, the teachers of the University during the period they are engaged in the conduct of examinations (Theory or Practical) of the University or in assessment of answer scripts at the evaluation centres set by the University;
- v. to recommend and/or forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University Departments, constituent and affiliated colleges and other recognized institutions for grant of financial assistance under various schemes;
- vi. to select candidates and recommend them to the State Ministry of Education, University Grants Commission, Union Ministry of Education, the



- Council of Scientific and Industrial Research and other institutions, for the award of fellowships/scholarships and grant of financial assistance etc, subject to the conditions, if any laid down in this behalf;
- vii. to call upon the Heads of the Departments concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
  - viii. to grant late admission of students to various courses in the University Departments, affiliated/constituent colleges and other institutions, in genuine cases, in accordance with the provisions of relevant statutes;
  - ix. to condone the delay in submission of forms, applications and all other documents to the University in exceptional cases where the delay is occasioned by the circumstances beyond the control of the applicant, provided that he/she has not been guilty of negligence or fraud;
  - x. to sanction remission of late fees in the submission of admission forms, Registration Returns etc. in genuine cases in which delay is occasioned by the circumstances beyond the control of the Candidate/College Department, as the case may be, provided that the Candidate /College/Department has not been guilty of negligence or fraud;
  - xi. to sanction extra-ordinary contingent expenditure in exceptional cases, in connection with the conduct of examinations as may be prescribed from time to time.
  - xii. to sanction casual leave to the officers and Heads of Departments of the University;
  - xiii. to sanction leave of all kinds other than casual, to the employees of the University;
  - xiv. to sanction crossing of efficiency bar in favour of the employees of the University;
  - xv. to sanction honoraria to the subordinate staff;



- xvi. to suspend when he deems necessary an officer or a teacher on grounds of misconduct in accordance with the procedure laid down under Regulations and when he takes such an action he shall report it to the Syndicate/ University Council at its next meeting;
- xvi A <sup>3</sup> to suspend from attending the classes when he deems necessary a student on grounds of misconduct, indiscipline or misbehavior;
- xvii. to sanction special advances out of G.P. Fund/ C.P. fund in favour of officers and other University employees upto the extent, the credit is available;
- xviii. to sanction House Building Advances to the University Employees under Rules;
- xix. to sanction write-off of loss in any individual case not exceeding Rs. 200/= subject to a limit of Rs. 5,000/= book value in a year;
- xx. to sanction all the scholarships to the students under Statutes;
- xxi. to sanction, in consultation with the Financial Adviser, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;
- xxii. to sanction advances against the budgetary provisions;
- xxiii. to authorize free supply of University publications on the merits of each case;
- xxiv. to sanction, in consultation with the Financial Advisor, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;
- xxv. to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure;

<sup>3</sup> University Council resolution dated 23/08/1975



- xxvi. to accord sanction to the execution of approved original works by the University Construction Division after the estimates are technically approved by the competent authority;
- xxvii. to sanction, on the recommendation of Engineer having technically approved the estimates, expenditure to the extent of 5% over the estimates in the original technical sanction, within the budgetary provision;
- xxviii. to approve the various items of the works under the grant provided for maintenance of buildings and premises;
- xxix. to sanction the temporary establishment on daily wages from time to time for maintenance and development of the University Campus;
- xxx. to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Heads of University Departments and Principals of Colleges, if necessary.
- xxxi. to authorize all purchases to be made for the University within the budgetary grant, save as otherwise provided in the statutes;
- xxxii. to sanction admission of students to their respective degrees in absentia;
- xxxiii. to sign the certificates of degrees awarded by the University;
- xxxiv. to appoint suitable persons on the recommendations of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;
- xxxv. to authorize, subject to the restrictions laid down in the relevant statutes, amendment in the result of a candidate when affected owing to rectification of an error;

## Chapter I: *Officers*



- xxxvi. to authorize the publication of results of the Bi-annual/ Supplementary/ Subsequent/ Special examination;
- xxxvii. to sign all cheques or to delegate this power to any other officer of the University.
- xxxviii. to sanction refund of fees in exceptional cases not covered by the statutes and regulations, in order to avoid real hardship in genuine cases; and
- xxxix. to sanction re-appropriation from one major or minor head to another in the approved budget, subject to the restrictions laid down in Account and Finance Regulations.
- 1.2 The Pro Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice Chancellor under Section 15(1) of the Act: -
- Pro Vice-Chancellor*
- 1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and
  - 2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned to him by the University Council.
- 1.3 The Registrar shall have the following powers and functions in addition to those provided under section 17 of the Act: -
- Registrar*
- 1) to make all disbursements on account of the University, and sign all cheques.
  - 2) to sanction temporary appointments in leave arrangements of the subordinate staff;
  - 3) to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
  - 4) to impose fines on subordinate staff;
  - 5) to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of this University;



## Chapter I: *Officers*

- 6) to authorize purchase of all kinds for the office upto and including Rs. 25,000/= in individual cases;
- 7) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure.
- 8) to accord sanction to the execution of approved works as per codal procedure by the Engineering Unit after the estimates are technically approved;
- 9) to sanction payment of advance T.A to the University employees and members of the University bodies if and when necessary, provided that road distance is not less than 150 Kilometers. The advance shall not, however, be made earlier than 5 days before the actual date of travel;
- 10) to sanction extra-ordinary expenditure not covered under Regulations on refreshment to the subordinate staff;
- 11) to sanction re-appropriation from one major or minor head to another in the approved budget subject to the restrictions laid down in Account and Finance Regulations;
- 12) to operate upon and maintain the account of imprest of Rs. 10,000/= to meet emergent expenses in accordance with the provisions laid down for this purpose;
- 13) to declare the seniority list of the University employees;
- 14) to sanction advances to the University employees out of their G.P/C.P Fund deposits in accordance with the relevant Regulations;
- 15) to keep the custody of Service Books and Character Rolls of the University employees;
- 16) to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down under Regulations and when he takes such an action he will report it to the Vice-Chancellor;



- 17) to sanction write off of loss in any individual case as per regulations.
- 18) to sign agreements on behalf of the University.

Provided that in respect of cases pertaining to a Department/Centre, the concerned head of the Department/ Director shall also be empowered to execute an agreement with outside agencies after it is vetted by the Dean, Faculty of Law.

However, this should apply to the budget items of the Departments/ Centres.

1.4 The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act: -

*Controller of Examinations*

- 1) to frame and issue date sheets (theory and practical) for various examinations;
- 2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the statutes;
- 3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
- 4) to condone in genuine cases deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc., or to impose token deductions only;
- 5) to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Examination Branch who may have to sit for work beyond office hours;
- 6) to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Regulations;
- 7) to grant permission to candidates for appearing in various examinations conducted by the University;



## Chapter I: *Officers*

- 8) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time.
  - 9) to make payment of remuneration to printers of question papers, paper-setters, Moderators, Examiners, Checking Assistants, Code Officers, Tabulators and Collators, and to sign cheques in that connection.
  - 10) to authorize incurring of normal contingent expenditure in regard to the work relating to the conduct of examinations;
  - 11) to sanction payment of advance T.A. to the Examiners, Superintendents of Examination Centres and officials of the Examination Branch provided that the road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than five days before the actual date of journey;
  - 12) to sanction casual leave to the subordinate staff of the Examination Branch or delegate the power to any officer of the University; and
  - 13) to inspect the Examination Centres (Theory and Practical).
- 1.5 The Joint Registrar, if any, shall perform the following duties:-
- 1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other Bodies unless otherwise provided by the statutes; and
  - 2) to perform such other duties of the Registrar as may be assigned to him by the University Council.
- 1.6 <sup>4</sup> One of the senior most Professors of the University shall be nominated by the Vice-Chancellor to function as Dean Academic Affairs in addition to his normal duties. The Dean Academic Affairs shall hold the office for a period of two years.

*Joint  
Registrar, if  
any*

*Dean  
Academic  
Affairs*

<sup>4</sup> University Council resolution dated 6.1.1997



The powers and functions of the Dean, Academic Affairs shall be to-

- 1) a. Co-ordinate, Supervise and approve on behalf of the Vice-Chancellor admission of students to various courses including M.Phil/Ph.D made by the Admission Committees in their respective Departments. He may ask for such information as he considers proper to satisfy himself that the admissions are made in accordance with the prescribed policy and procedure.
- b. Recommend to the Vice-Chancellor modifications in admission policy and procedure as and when these may become necessary either on his own or on the basis of recommendations made by Head of the Departments/Deans of Faculties/ Admission Committees in various Departments.
- 2) Arrange for adequate and proper accommodation for various University Departments/classes, subject to overall constraints.
- 3) Circulate to the teaching Departments the academic calendar, list of holidays and periods of closure of Departments or suspension of classes under special circumstances.
- 4) a) Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the Departments shall send to him class-wise and teacher-wise timetable of a class at the beginning of each semester;
- b) Ensure that the discipline and routine work in all Departments is maintained in accordance with the decisions and directions of the University;
- c) Exercise control in respect of matters specified in 4(a) and (b) herein above over the functioning of the University teaching Departments through the Heads of the Departments.
- 5) a) Sanction casual leave and special casual leave to the Heads of the Departments and special casual leave to other members of the teaching staff;



## Chapter I: *Officers*

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- b) Sanction duty leave not exceeding 3 days at a time (6 days in case of University work) to the teaching staff including Heads of the Departments.
  - 6) a) Communicate approval to the proposals of Heads of the Departments for guest speakers after these are perused and formally approved by the Vice-Chancellor;  
b) Forward to the Vice-Chancellor with his recommendation the proposals of Heads of Departments for appointment of visiting Fellows and Professors under the UGC scheme or other similar arrangements.
  - 7) Communicate approval to the proposals of Head of the Departments for deputing delegates from the University to conferences, seminars, workshops and other faculty improvement programmes after these are perused and formally approved by the Vice-Chancellor.
  - 8) Formulate proposals and to recommend to the Vice-Chancellor ways and means for improving academic standards of the University.
  - 9) Approve the award of University Fellowships and Scholarships on the recommendations of Heads of the Departments concerned committees.
  - 10) Preside, in the absence of the Vice Chancellor and the Pro Vice Chancellor if any, over the meetings of the Boards of Research Studies in various Faculties and decide cases of differences, if any, between a Ph.D. candidate and his supervisor.
- 1.7 The Dean College Development Council<sup>5</sup> shall be appointed by the Vice-Chancellor from amongst the senior most professors of the University.
- The Dean, College Development Council shall hold the office for a period of three years;

*Dean, College  
Development  
Council*

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<sup>5</sup> University Council resolution dated 6.1.1997



Provided, that the Vice-Chancellor may extend the term of the Dean, College Development Council for second consecutive term.

Provided, further appointment of the Dean College Development Council shall be subject to such terms and conditions as the Vice-Chancellor may deem fit.

- 1) The Dean shall be an ex-officio member of the Academic Council/Board of Inspection of the University.
- 2) The Dean shall head the affiliation unit of the University and the affiliation to Colleges shall be monitored and controlled by him.
- 3) The Dean shall carry out the inspection of the colleges to see that the academic programmes are carried out smoothly.
- 4) The Dean shall act as the Convener of all Inspection Committees appointed by the University for Inspection of Colleges.
- 5) The Dean shall review the inspection reports of the Colleges and suggest remedies for removing the defects and irregularities reported.
- 6) The Dean shall act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University.
- 7) The Dean shall help in monitoring the UGC programmes implemented by the affiliated colleges.
- 8) The Dean shall visit all the Affiliated/ Constituent Colleges at least twice a year to assess the developmental and academic needs of the colleges.
- 9) The Dean shall scrutinize development proposals of the colleges and recommend them to the UGC and other agencies/bodies for approval.
- 10) The Dean shall obtain from the Colleges and furnish to the commission utilization certificates and other documents in respect of UGC grants released /disbursed to the colleges.

***Powers &  
Functions***



## Chapter I: *Officers*

- 11) The Dean shall ensure proper utilization of grants sanctioned by the UGC and efficient implementation of UGC approved projects.
  - 12) The Dean shall be in direct liaison with the Vice-Chancellor, Commissioner/Secretary, Higher Education, UGC, and other agencies/ bodies.
  - 13) The Dean shall represent the University on the State Government Committees for development of colleges.
  - 14) The Dean shall hold regular meetings with Principals of the affiliated colleges with a view to apprise them of the ways in which the College Development Council can function effectively for the development of colleges.
  - 15) The Dean shall organize workshops, seminars and conferences of Colleges Principals /teachers for advancing the cause of collegiate education.
  - 16) The Dean shall perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.
- 1.8 The Dean of each Faculty shall be nominated in accordance with the provisions of Section 29(1) of the Kashmir and Jammu Universities Act, 1969. *Deans of Faculties*
1. The Dean of each Faculty shall be the Executive Officer of the Faculty and shall preside at its meetings. In the absence of the Dean, the members present shall elect their own Chairman.  
Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor for the period of absence.
  2. The Dean shall have right to be present and to speak at any meeting of any Committee of the Faculty but not to vote unless he is a member of the Committee.



1.9 The Librarian of the University shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section 1 (b) of Section 36 of the Act. He shall be a whole time officer of the University and perform the duties and exercise powers as under: -

*Librarian*

- 1) to act as Member-Secretary of the Library Committee;
- 2) to conduct all official correspondence for the Library;
- 3) to sanction casual leave to the subordinate staff of the Library;
- 4) to scrutinize lists of books recommended by the Heads of Departments of the University;
- 5) to place orders for books, journals and all other Library requirements within the limits of sanctioned budget allotments and in accordance with Regulations;
- 6) to select reference books, books of general interest and books on Library Science and such other subjects as the Library Committee may determine from time to time;
- 7) to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
- 8) to authorize purchase of serial publications in order to complete the volumes;
- 9) to remit over-due charges from borrowers according to Regulations;
- 10) to dispose of or write off books lost or damaged in the Library as per procedure that may be laid down by the Library Committee from time to time.
- 11) to operate upon and maintain the account of the sanctioned imprest to meet emergent expenses in accordance with the procedure laid down for this purpose;
- 12) to control the staff of the Library;



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- 13) to perform such other duties as may be prescribed by the Library Committee, the University Council and the Syndicate;
  - 14) to delegate, subject to approval of the Vice-Chancellor, any of his powers and duties to any other officer of the Library
  - 15) In the discharge of his duties, the Librarian shall be under the direct control of the Vice Chancellor.
- 1.10 <sup>6</sup> The Chief Proctor of the University shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor and shall hold office for a term of two years extendable by another term of two years.
- Chief Proctor*
- 1) all disciplinary powers affecting students which are not vested in Heads of Departments or other authorities, shall be exercised by the Chief Proctor, under the directions of the Vice-Chancellor;
  - 2) the Chief Proctor shall take disciplinary action as provided in this statute, in the case of all students of the Post-graduate Departments of the University, both resident and non-resident, who are found guilty of misbehavior or improper conduct elsewhere than within the compounds of the Departments and Hostels;
  - 3) any disciplinary action taken by the Chief Proctor in the case of a student who belongs to a Department or Hostel shall be reported to the Head of the Department concerned/Hostel Warden and the Vice-Chancellor;
  - 4) all breaches of discipline involving expulsion either from the Department or Hostel shall be reported through the Chief Proctor to the Vice-Chancellor;
  - 5) the Chief Proctor shall take action on all matters which are referred to him for disciplinary measures by any responsible person or an authority;
- Duties and Powers of the Chief Proctor*

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<sup>6</sup>University Council Resolution dated 9/6/1985



- 6) the Chief Proctor shall be empowered to deliver a formal caution;
  - 7) the Chief Proctor shall be competent to impose a fine upto a limit of Rs. 100/= on a particular student;
  - 8) the Chief Proctor shall, in consultation with the Head of the Department concerned, have the power to recommend to the Vice-Chancellor the rustication or expulsion of a student from the University.
- 1.11 The Additional Controller of Examinations shall perform such duties as may be assigned to him by the Syndicate/Vice-Chancellor.
- 1.12 Subject to the Superintendence of the Vice-Chancellor, the Dean of Student's Welfare shall perform the following duties and functions relating to the welfare of the students: -
- 1) The Dean of Students welfare shall advise in the following: -
    - i. Organizing student Advisory Committees and their functioning;
    - ii. Residential accommodation of students;
    - iii. Proper functioning of the Cafeteria and the Hostel especially mess arrangements;
    - iv. Health and transport services;
    - v. Scholarships, Stipends, fellowships and other Financial assistance outside the University;
    - vi. Educational tours including travel concessions;
    - vii. Admission of students to the various courses outside the Kashmir Province.
  - 2) The Dean shall exercise general control and supervision over the Physical education programme and other co-curricular activities of students in consultation with the Heads of Departments.

*Additional  
Controller of  
Examinations*

*Dean  
Student's  
Welfare*



## Chapter I: *Officers*

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- 3) It shall be the duty of the Dean to ensure discipline among the students at the campus and deal with cases of indiscipline in accordance with the provisions of the statutes.
- 4) The Dean shall maintain record of the programmes and activities of each student from the date of his admission to the University and for this purpose he shall keep a note of all achievements and of any other reports or incidents reflecting on the conduct or character of the student.
- 5) The Dean of Student's Welfare shall exercise control over the Bureau of Educational and Vocational Guidance and ensure its proper functioning.
- 6) The Dean shall prepare reviews and reports of the activities pursued by students during the year.
- 7) The Dean shall perform such other functions for the welfare of students as the Vice-Chancellor may direct from time to time.
- 8) The Dean shall be a vacation officer;
- 9) The Dean shall organize the Annual University Youth Festivals and Annual Athletic/ Sports Meet.
- 10) The Dean shall be a member of the Board of Sports and Youth Welfare and shall be associated with the selection of teams for various games and sports in and outside the State along with the Director of Physical Education.
- 11) The Dean shall take special care of the welfare of girl student's; supervise their special problems, if any.
- 12) The Dean shall work as Secretary of the Board of Student Welfare.
- 13) The Dean shall maintain his office at a convenient place in or near a teaching block so that he is easily accessible to the students.



- 1.13 There shall be a Deputy Chief Proctor, Proctors and Proctorial Monitors to assist the Chief Proctor in Performance of his duties. The Vice-Chancellor shall be competent to appoint Proctorial officers: -
- Deputy Chief Proctor/  
Proctor*
- 1) The Deputy Chief Proctor shall be competent to impose a fine upto a limit of Rs. 50/= on a particular student.
  - 2) The Proctor shall be competent to impose a fine of Rs. 25/= on a particular student.
- 1.14 The Deputy Librarian shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under Sub Section 1(b) of Section 36 of the Act. He shall be a whole time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Library Committee or by the Vice-Chancellor or the Librarian. In case there is no Librarian, the Deputy Librarian shall perform all duties and exercise all powers delegated to the Librarian. In the discharge of his duties, the Deputy Librarian shall be under the direct control of Vice-Chancellor when there is no Librarian.
- Deputy Librarian*
- 1.15 The Deputy Registrar, Development Officer, Special Assistant to Vice Chancellor and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under Sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrars, Development Officer and Assistant Registrars shall, subject to the control of the Registrar, perform the duties and exercise the powers as under: -
- Deputy Registrar/  
Special Secretary. to  
Vice-Chancellor  
/Development officer/  
Assistant Registrar*
- 1) to be incharge of work relating to: -
    - a) Convocation;
    - b) Issue of forms and stationery;
    - c) Registration of the students of the University;
    - d) Preparation of the budget estimates;



Chapter I: *Officers*

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- 2) to conduct routine correspondence;
- 3) to sanction and issue Inter-College and Inter-University Migration Certificates;
- 4) to maintain the stock of all kinds of forms and stationery, save as otherwise provided in the Statutes;
- 5) to maintain up-to-date seniority list of the employees of the University; and
- 6) to complete service books and maintain personal files of all the teachers, officers and other employees of the University.

1.16 The Deputy Controller of Examinations, the Assistant Controller of Examinations and the Confidential Assistant to the Controller of Examinations shall be appointed by the Syndicate on the recommendations of the Selection Committee constituted under sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them by the Vice Chancellor, the Deputy Controller of Examinations and Assistant Controller of Examinations, shall perform the duties and exercise the powers as under: -

- 1) to conduct routine correspondence regarding examinations;
- 2) to keep under safe custody the blank certificates and diploma forms;
- 3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates in various examinations of the University; and
- 4) save as otherwise, provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University examinations.

*Deputy  
Controller of  
Examinations  
/Asstt.  
Controller of  
Examinations  
Confidential  
Asst. to  
Controller of  
Examinations*



- 1.17 The Director Physical Education shall be appointed by the University Council on the recommendation of the Selection Committee constituted for this purpose under sub-section 1(a) of section 36 of the Act. He shall be a whole-time officer of the University and, subject to the control of the Vice Chancellor and the Registrar, shall be incharge of work relating to sports, youth welfare and other extra-curricular activities and will work as Secretary of the Board of Sports and Youth Welfare. He shall perform such other duties relating to Sports and Youth Welfare and exercise such powers as may be assigned to him by the Syndicate or the Board of Sports and Youth Welfare.
- 1.18 The Director, Bureau of Educational and Vocational Guidance shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub section 1 (c) of Section 36 of the Act. He will be incharge of the Bureau and shall give information and guidance to the students of the University in regard to academic matters. In the execution of his duties he will be under the direct control of the Dean of Students' Welfare.
- 1.19 The Senior Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and under the control of the Librarian or Deputy Librarian, whoever is incharge of the Library, exercise such powers and perform such duties as may be assigned to him by the Syndicate, the Library Committee or by the Vice-Chancellor or the Librarian/Deputy Librarian. In case there is no Librarian or Deputy Librarian the Senior Assistant Librarian shall exercise such powers and perform such duties as are assigned to the Librarian under statutes subject to the Superintendence of the Registrar.

*Director  
Physical  
Education*

*Director,  
Bureau of  
Educational  
and  
Vocational  
Guidance*

*The Senior  
Assistant  
Librarian*



1.20 The Assistant Registrar (Accounts) shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University. Besides performing such duties and exercising such powers as may be assigned to him, from time to time, by the Vice-Chancellor or the Registrar, he shall be responsible for supervising and maintaining all the accounts of the University in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar: -

**Assistant  
Registrar  
(Accounts)**

- 1) he shall be incharge of the Accounts Branch including the Cash Section;
- 2) he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities, if any, noticed by him;
- 3) he shall suggest ways and means for maintaining proper accounts of the University;
- 4) he shall regularly check up the cash balances with the respective accounts of the Bank;
- 5) he shall see that all payments are supported by proper vouchers and covered by proper sanctions;
- 6) he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his own custody;
- 7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;
- 8) he shall get pension cases prepared whenever required and see that pension payment orders are issued in time;
- 9) he shall be responsible to exercise thorough check of the accounts and shall submit a monthly report to the Vice-Chancellor and Financial Advisor through the Registrar; and

## Chapter I: *Officers*



- 10) he shall conduct physical stock verification of dead stock articles, blank certificates and diploma forms and other forms and stationery of the whole University, at least once a year and submit a report to the Vice-Chancellor through the Registrar.
- 1.21 The Assistant Librarian shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such functions as may be assigned to him by the Library Committee or the Syndicate or the Vice Chancellor or the Librarian/ Deputy Librarian. In the execution of his duties he shall be under the immediate control of the Librarian or any other officer performing the duties of the Librarian.
- 1.22 The Assistant Engineer shall be appointed by the syndicate on the recommendation of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. Besides exercising such powers and discharging such duties as may be assigned to him by the Vice-Chancellor, his powers and functions shall be as under: -
- 1) He will be incharge of the Construction Unit of the University and control the subordinate staff of that unit;
  - 2) He will be responsible for the proper maintenance of University buildings and report immediately whenever any repairs are required in any such building;
  - 3) He will prepare every year a proposal for ordinary repairs of the buildings and fittings for being executed within the budget allotment under the maintenance grant;
  - 4) He will prepare estimates of all the approved works assigned to the Construction Unit and execute these works after the estimates have been approved as provided in the Statutes and the formalities regarding tenders

*Assistant Librarian*

*Assistant Engineer*



## Chapter I: *Officers*

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- 5) completed in accordance with the Account and Finance Regulations;
  - 6) He will be responsible to exercise cent percent check of the bills of contractors;
  - 7) He will discharge the technical work in accordance with the procedure obtaining in the State P.W.D. and also maintain all the registers as will be required in accordance with P.W.D. Accounts Code;
  - 8) He will supervise the works of the University executed by the Jammu and Kashmir Construction Corporation and the State P.W.D. and make report of his findings and observations to the Vice-Chancellor through the Registrar;
  - 9) He will conduct the routine correspondence in respect of the Engineering Unit; and
  - 10) In the discharge of his duties, the Assistant Engineer shall be under the direct control of the Registrar.
- 1.23 Unless otherwise provided each Head of the University Department/Director of a Centre/Chairman shall be competent: -
- Head of the  
Department/  
Director/  
Chairman*
- 1) to sanction casual leave to the teachers and the subordinate staff of the Department concerned;
  - 2) to incur expenditure under the following budget heads in anticipation of the Vice Chancellor's sanction, provided the expenditure is incurred in accordance with the procedure laid down in the Accounts and Finance Regulations prescribed by the University: -
    - i Postage and Telegrams;
    - ii Telephone charges;
    - iii Electric Charges;
    - iv Stationery, Typewriters, Duplicators and Duplicating Material;
    - v Hot and Cold Weather Charges;
    - vi Repairs to Furniture;



- vii Miscellaneous; and
  - viii Garden Contingencies.
- 3) to incur expenditure, with the previous sanction of the Vice-Chancellor, within the budgetary provisions in respect of: -
- i. Furniture;
  - ii. Tours;
  - iii. Laboratory expenses;
  - iv. Scientific equipment;
  - v. Workshop equipment; and
  - vi. Servants' Liveries.
- 4) to sanction re-appropriation in consultation with the Registrar from one major or minor head to another in the approved budget, subject to the restrictions laid down in Accounts and Finance Regulations.
- 1.24 The officers attached to the Registrar, shall be designated as Deputy Registrar and Assistant Registrar while those working with the Controller of Examinations shall be designated as Deputy Controller of Examinations and Assistant Controller of Examinations respectively and shall be transferable.



## CHAPTER - II

### AUTHORITIES AND COMMITTEES

#### 1. UNIVERSITY COUNCIL

2. The members of the University Council nominated by the Chancellor under Section 21 (1) (viii, ix, ix (a) and x) of the Act shall hold office for a period of three calendar years from the respective dates of their nomination as such;

*Statutes*

Provided that the members of the University Council other than the nominated members shall hold office as such so long only as they continue to hold their respective posts.

- 2.1 In addition to the provisions of the Act, the University Council shall have the following powers:

*Powers*

- 1) to institute such Professorships, Readerships, Lecturerships or other teaching posts as may be proposed by the Academic Council in this regard;
- 2) to abolish or suspend any Professorships, Readerships and Lecturerships or other teaching posts on the report of the Academic Council in this regard;
- 3) subject to the powers conferred upon the Syndicate under the Act, to manage and regulate the finances, accounts, investments, property and all administrative affairs whatsoever of the University, and for that purpose to appoint such agents as it may deem fit;



**Regulations**

1. The meetings of the University Council shall be held at such times as the Vice-Chancellor may direct after consulting the Chancellor and the Pro-Chancellor. But on a requisition signed by any five members of the University Council, a special meeting may be convened. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

*Holding of meetings*

2. The Registrar, shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and the venue of the meeting together with the agenda paper. In the case of special meeting the Registrar shall give previous notice of the time and venue of the meeting as the circumstances in each case may permit;

*Notice of the meeting*

Provided that in the case of emergent meetings or whenever considered necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

3. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar the person performing his duties shall act as Secretary.

*Secretary*

4. Five members inclusive of the Chairman shall form the quorum.

*Quorum*

5. No resolution, proposal or other matter, foreign to, or wholly inconsistent, with the matter appearing in the agenda paper, shall be decided by the University Council, except to the extent permitted by the Chairman whose decision on the subject shall be final.

*Notice of Resolution & amendment*

Notice of a motion or resolution, from a member of the University Council, to be included in the agenda of an ordinary meeting of the Council must reach the Registrar at least seven clear days before the date of the meeting.

6. A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairman.



## Chapter II: *Authorities and Committees*

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7. Every motion shall be in the form of a resolution which must be seconded.
8. When a motion has been duly proposed and seconded, the Chairman shall read it out at the meeting. It shall then be open to discussion and if there is no discussion the motion shall at once be put to vote.
9. Any member present may propose an amendment to a motion. When two or more amendments are proposed the Chairman shall put them to vote in the inverse order, i.e. the last amendment being put to the vote first and the first last.
10. It shall be at the discretion of the Chairman to decide whether an amendment is in order or not.
11. The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.
12. An amendment must be duly seconded.
13. Every question shall be decided by a majority of the votes of the members present. The Chairman shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes, the Chairman shall have the casting vote in addition to his vote as member.
14. No member shall have a right to speak more than once in the course of discussion of a motion or of an amendment except the proposer of the motion, who shall have the right to reply at the close of the discussion of the motion.
15. No speech other than that of Chairman shall exceed five minutes.
16. The Chairman shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairman has called for a vote.
17. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment nor while a member is speaking.

### *Procedure*



18. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to vote.
19. A member proposing the adjournment of the meeting or discussion shall also mention the date and time for such adjournment. A meeting or discussion continued on the adjourned date shall be deemed to be the continuation of the adjourned meeting.
20. No discussion shall be allowed on a motion mentioned in Regulation-10.
21. A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairman of the meeting.
22. Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
23. Any member may, at any time in the course of a discussion, rise and call the attention of the Chairman to a point of order.
24. If a point of order is raised by one member in the course of speech by another, the speaker shall forthwith resume his seat until the Chairman has decided it.
25. If the Chairman be of the opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he shall so declare, and it shall be deemed a breach of order and the speaker shall resume his seat.
26. The Chairman shall be the sole judge of any point and his decision shall be final. He may, at his own instance or at the instance of any member, call any member to order and the member shall obey forthwith. If the member so called to order shall, in speaking, disregard



## Chapter II: *Authorities and Committees*

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such call, the Chairman may suspend him from membership for the rest of the meeting and in the case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him from such longer time as he may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of the two-thirds of the members present.

27. A member suspended for the rest of the sitting shall not take part in any discussion.
28. A member suspended with the vote of two-thirds of the members present for a longer period than the duration of meeting may be called upon to withdraw from the meeting, and thereupon, he shall do so.
29. Proposals relating to formal vote of thanks, messages of congratulations, or condolence, and other matter like nature may be moved from the Chair without notice.
30. Any emergent item of business for the University Council may, at the discretion of the Vice-Chancellor be disposed of by correspondence. Such item shall, however, be reported to the University Council at its next meeting.
31. The proceedings of the meetings of the University Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meetings for approval and signatures.
32. The Registrar shall, within fifteen days from the meeting of the University Council send a copy of the proceedings to each member of the University Council and the Syndicate.

*Business by  
correspondence*

*Minutes*



## 2. SYNDICATE

- 2.2 The members of the Syndicate other than the ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination/election as such;

*Statutes*

Provided that if a member is appointed or elected to represent a particular body or a particular post, he shall hold office of a member so long only as he represents that body or holds that post as the case may be.

- 2.3 In addition to the Provisions of the Act, the Syndicate shall have the following powers: -

*Powers*

- 1) to appoint the following committees to transact such business of the Syndicate as may be provided by the Statutes or assigned by the Syndicate: -
  - i. Committee for appointment of paper setters and examiners;
  - ii. Committee for general supervision of University examinations and appointment of Inspectors, superintendents and other supervisory staff for examination centres;
  - iii. Committee for scrutiny of unfair means/ misconduct cases;
  - iv. Committee for scrutiny of complaints against question papers;
  - v. Result Publishing Committee;
  - vi. Finance Committee;
  - vii. Library Committee;
  - viii. Any other Committee which the Syndicate may deem necessary.
- 2) to nominate a member from its own body on each of the Managing Committees of affiliated or constituent colleges and other institutions not maintained by the Government;
- 3) to declare, subject to the provisions of the relevant statutes, an institution, engaged in research work, as an approved institution of the University.



## Chapter II: *Authorities and Committees*

### **Regulations**

- 1) The meetings of the Syndicate shall be held at such times as the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, may direct.

*Meetings*

But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any shall convene a special meeting on a date fixed by him. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

- 2) The Registrar shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and the venue of the meeting together with the agenda paper. In the case of special meetings the Registrar shall give such previous notice of the time and venue of the meetings as the circumstances in each case may permit;

*Notice of meeting*

Provided that in the case of emergent meetings and whenever necessary in exceptional circumstances, the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, may suspend or modify the operation of this Regulation.

- 3) The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence, the Pro Vice-Chancellor, if any, shall be the Chairman and in the absence of both, the members present shall elect a Chairman for the meeting.

*Chairman*

- 4) The Registrar shall be the ex-officio Secretary. In his absence the person performing his duties shall act as Secretary.

*Secretary*

- 5) Six members inclusive of the Chairman shall form the quorum.

*Quorum*

- 6) All Regulations relating to the conduct of business at the meetings of the University Council mutatis mutandis shall apply to the meetings of the Syndicate.

*Business*

- 7) Any emergent item of business for the Syndicate may, at the discretion of the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, be disposed of by correspondence. Such item shall, however, be reported to the Syndicate at its next meeting.

*Business by Correspondence*



- 8) The proceedings of the meetings of the Syndicate shall be recorded in writing by the Secretary and submitted to the Chairman of the meetings for approval and signatures. The Registrar shall, within fifteen days after the meeting of the Syndicate, send a copy of the Proceedings to each member of the Syndicate and the University Council.

*Minutes*

### **3. ACADEMIC COUNCIL**

- 2.4 The members of the Academic Council, other than the ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination/co-option as such but may be co-opted again on the expiry of such period;

*Statutes*

Provided that persons co-opted as representatives of any particular body shall not hold office after they cease to be members of that body.

- 2.5 The Academic Council shall appoint a standing committee to grant equivalence to the courses and examinations of other Universities with the corresponding courses and examinations of this University and may appoint any other committee as the Academic Council may deem necessary.

*Powers*

#### **Regulations**

1. The meetings of the Academic Council shall be convened as the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, may direct.

*Meetings*

But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor, or in his absence the Pro Vice-Chancellor, if any, shall convene a special meeting on a date fixed by him. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall be first brought forward and disposed of.



## Chapter II: *Authorities and Committees*

2. The Registrar shall, ordinarily, not less than ten days before each meeting of the Academic Council issue to each member thereof, a notice stating the time and venue of the meetings along with the agenda paper. In the case of a special meeting the Registrar shall give such previous notice of the time and venue of the meeting as the circumstances in each case may permit;

*Notice of meeting*

Provided that in the case of special meetings or whenever necessary in exceptional circumstances, the Vice-Chancellor, or in his absence the Pro Vice-Chancellor if any, may suspend or modify the operation of this Regulation.

3. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Pro Vice-Chancellor, if any, shall be the Chairman, and in the absence of both the Council shall elect one of the Deans of Faculties of the University present as the Chairman for the meeting.

*Chairman*

4. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

*Secretary*

5. At all meetings of the Academic Council fifteen members inclusive of the Chairman shall form a quorum. But if a meeting is adjourned twice for want of quorum no quorum shall be necessary for the subsequent meeting.

*Quorum*

6. All proposals brought forward for the consideration of the Academic Council, shall be decided by the majority of votes of the members present at the meeting and in the case of equality of votes the Chairman shall have a casting vote. The Chairman may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.

*Procedure*

Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must reach the Registrar at least five clear days before the date of the meeting.

Notice of an amendment to a motion or resolution of which notice has been given must, if it is intended to be included in the supplementary agenda, must reach the Registrar at least three clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.



Notwithstanding anything contained in above Paras of this Regulation, the Chairman may allow a motion or an amendment of which the notice required thereby has not been given.

It shall be at the discretion of the Chairman to put to vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairman may also take vote on two or more amendments in the alternative.

All Regulations relating to conduct of business at the meetings of the University Council not inconsistent with these Regulations shall *mutatis mutandis*, apply to all meetings of the Academic Council.

7. The proceedings of the meetings of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meetings for approval and signatures. The Registrar shall within fifteen days after the meeting, send a copy of the proceedings to each member of the Academic Council.

*Minutes*

#### 4. FACULTIES

- 2.6 In addition to the Faculties mentioned under Sub Section (1) of Section 27 of the Kashmir and Jammu Universities Act, 1969 there shall be the following Faculties: -

*Statutes*

- 1) Faculty of Biological Sciences;
- 2) Faculty of Applied Sciences & Technology;
- 3) Faculty of Physical & Material Sciences;
- 4) Faculty of Music & Fine Arts;
- 5) Faculty of Law;
- 6) Faculty of Dental Surgery;
- 7) Faculty of Non-Formal Education.

<sup>1</sup> University Council resolution dated 30-03-2009



2.7 The Composition of the Faculties of Music and Fine Arts, Law and Dental Surgery shall be as under:

**1. Faculty of Music & Fine Arts**

- i) Principals of the Colleges concerned;
- ii) Four Senior Instructors-two in Music and two in Fine Arts of the affiliated Colleges;
- iii) Two persons to be nominated by the Academic Council;
- iv) Three persons to be nominated by the Vice-Chancellor on account of their possessing expert knowledge in the subject or subjects comprised in the Faculty;
- v) Principal, Institute of Music and Fine Arts, Jammu (on reciprocal basis)

**2. Faculty of Law**

- i) Professors of the University Department of Law;
- ii) One Associate Professors and one Asstt. Professor of the University Department of Law nominated by the Vice-Chancellor by rotation according to seniority;
- iii) Five persons elected by the Academic Council for their special knowledge of the subject taught in the Faculty; and
- iv) Three persons not connected with the University, having expert knowledge of Law, co-opted by the Faculty.

**3. <sup>2</sup>Faculty of Dental Surgery**

- i. Principals of the colleges concerned;
- ii. Heads of the Departments in each subject comprised in the Faculty;
- iii. Professors and Associate Professors in each subject comprised in the faculty; and
- iv. Two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert knowledge of a subject or subjects comprising the Faculty.

<sup>2</sup> University council resolution dated 02 June, 2008



- 2.8 1 The term of the office of the members of the faculties other than ex-officio members shall be three calendar years from the respective dates of their nomination/co-option as such;

Provided that persons appointed or elected as representatives of any particular body shall hold office so long only within the said period as they continue to be members of that body.

**Faculty of Non-formal Education: (Abolished)**

**Regulations**

Each of the Faculties provided in the Act shall include the subjects stated below under each Faculty and such other subjects as may be assigned by the University Council from time to time;

**1. Faculty of Arts:**

1. Arabic;
2. English;
3. English Literature.
4. Functional English;
5. French;
6. German;
7. Hindi;
8. Kashmiri;
9. Library and Information Science;
10. Linguistics
11. Music;
12. Persian;
13. Punjabi;
14. Russian;
15. Sanskrit;
16. Urdu



**Faculty of Biological Sciences:**

1. Biochemistry,
2. Bioinformatics;
3. Bio-Resources;
4. Biotechnology;
5. Botany;
6. Centre of Research for Development
7. Clinical Biochemistry;
8. Food preservation & Mushroom Cultivation;
9. Industrial Fish & Fisheries;
10. Seed Technology;
11. Sericulture &
12. Zoology;

**3. Faculty of Physical & Material Sciences:**

1. Applied Mathematics;
2. Chemistry;
3. Environmental Science.
4. Geography;
5. Geology & Geophysics;
6. Industrial Chemistry;
7. Mathematics;
8. Physics;
9. Remote Sensing &
10. Statistics;

**4. Faculty of Applied Sciences & Technology:**

1. Computer Science;
2. Electronics & Equipment Maintenance;
3. Electronics & Instrumentation Technology
4. Food Science & Technology &
5. Home Science
6. Information Technology;
7. Pharmaceutical Science;
8. USIC.



**5. Faculty of Social Sciences: -**

1. Economics;
2. Education
3. History;
4. Islamic Studies.
5. Mass Communication & Journalism;
6. Military Science, and
7. Philosophy;
8. Political Science;
9. Psychology;
10. Sociology and Social Work; &
11. Tourism and Travel Management

**6. Faculty of Oriental Learning**

1. Arabic;
2. Hindi;
3. Kashmiri.
4. Persian;
5. Punjabi;
6. Sanskrit; and
7. Urdu;

**7. Faculty of Education**

1. Education;
2. All Subjects/ courses comprised in B. Ed., B. P. Ed. M. Ed, M. A. Education and M.P.Ed.

**8. Faculty of Medicine**

- 1 Anatomy;
- 2 Anesthesiology;
- 3 Bio-Chemistry;
- 4 Dermatology;
- 5 ENT;
- 6 Forensic Science;
- 7 Medicine;



## Chapter II: *Authorities and Committees*

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- 8 Micro-Biology; and
- 9 Obstetrics and Gynaecology;
- 10 Ophthalmology;
- 11 Orthopaedics;
- 12 Paediatrics.
- 13 Pathology and Bacteriology;
- 14 Pharmacology;
- 15 Physiology;
- 16 Preventive and Social Medicine;
- 17 Psychiatry;
- 18 Radiology;
- 19 Surgery;

### **9. Faculty of Engineering: -**

1. Applied Chemistry;
2. Applied Mathematics;
3. Applied Physics;
4. Chemical Engineering;
5. Civil Engineering;
6. Electrical Engineering;
7. Humanities; and
8. Machine Drawing.
9. Mechanical Engineering;
10. Metallurgical Engineering;

### **10. Faculty of Unani Medicine: -**

1. Arabic;
2. Basic Science of the Tib including Tareekh Tib Walkhalaqiat;
3. Elmul Adviya (Pharmacology);
4. Elmul Amraz (Pathology) including Mahit-ul-Amraz;
5. Elmul Jarahat (Surgery) including Amraz "An", "Anxf", "Uzan" wa "Halq" (Ophthalmology and ENT); and



6. Elmul Wiladat wa Amraz Niswan Wa Atfal (Midwifery, Gynaecology and Paediatrics).
7. Hifzani Sehat (S.P.M);
8. Manafi-ul-Aza (Physiology) including Kulyat Ammor Tibbiya;
9. Maulijat (Medicine);
10. Murakabat wa Dawasazi (Pharmacopia and Pharmacy);
11. Tashreeh (Anatomy);
12. Tibi Qanooni Wa Elmul Samoom (Medical Jurisprudence and Toxicology);

**11. Faculty of Commerce and Management Studies:**

All subjects/courses other than English and Language Papers comprised in B. Com., Diploma in Marketing Management, Business Administration, M.B.A, M. F. C, M. Com.,

**12. Faculty of Music and Fine Arts: -**

All subjects comprised in

1. Preparatory Courses;
2. B. Music; and B.F.A.

**13. Faculty of Law: -**

All subjects comprised in LL.B and LL. M. Courses/ Programmes and diploma course in human Rights & Duties Education.

**14. Faculty of Dental Surgery: -**

1. Conservative Dentistry.
2. Oral Surgery-General Surgery and General Pharmacology;
3. Orthodontia-Pedodontia;
4. Oral Pathology-Oral Anatomy, General Pathology and General Medicine;
5. Oral Medicine, Dental Radiology, Medicine, General Physiology; and
6. Prosthodontic and crown and bridge Dental Materials;
7. Periodontics-Preventive and common dentistry Bio-Chemistry;

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2. Meetings of each Faculty shall be convened by the Registrar at any time, at the instance of the Dean or as the Vice-Chancellor may direct. A special meeting of a Faculty shall be convened on receipt of a requisition signed by not less than five members.

*Meetings*

3. The Registrar shall, not less than ten days before each meeting of the Faculty, issue to each member a notice stating the time, date and venue of the meeting along with the agenda paper;

*Notice of the meeting*

Provided that in the case of emergent meeting or whenever considered necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

4. Not less than one third of the members of a Faculty, including the Chairman, shall form a quorum. But, if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

*Quorum*

5. Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Registrar so as to reach him not less than five clear days before the date of the meeting. The Registrar shall include such proposals in the supplementary agenda and circulate it among the members.

*Procedure*

Amendments to motion can be moved at the meeting of the Faculty with the permission of the Chairman.

No business or proposal, of which previous notice has not been given, shall be brought before the Faculty at the meeting except by permission of the Chairman.

All matters shall be determined in accordance with the vote of the majority of members present, and, when the votes are equal, the Chairman shall have a casting vote.

The Chairman shall regulate the order of speaking and conduct of business at meetings, at his discretion, in accordance with the Regulations prescribed for discussion of matters at meeting of the Academic Council.

6. The Registrar shall lay the copies of proceedings of all meetings of Faculties together with necessary papers, if any, before the appropriate higher authority of the University.

*Minutes*



### 5. BOARD OF STUDIES

- 2.9 The members of each Board of Studies other than the ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination/co-option as such; *Statutes*
- 2.10 There shall be a Board of Studies in each subject or group of subjects comprised in a Faculty.

#### **Regulations**

1. The Boards of Studies shall prepare panels of names of paper setters and examiners in their respective subjects in accordance with the Statutes.  
Discussions in the Boards of Studies on the merits of examiners and of text books shall be treated as confidential.
2. Meetings of a Board shall be held at any time at the instance of the Dean of the Faculty or as the Vice Chancellor may direct. The Board shall meet at least once a year. At the annual meeting, the Board shall draw up syllabi and courses of study except such text books as may be got edited, printed and published by the Syndicate. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of an academic year, special permission of the Vice-Chancellor, or in his absence the Pro Vice-Chancellor, if any, shall be previously obtained by the Convener of the Board concerned through the Dean. *Meetings*
3. The Registrar shall issue to each member a notice stating the time, date and venue of the meeting along with the agenda paper. *Notice of the Meeting*
4. The Convener shall be the Chairman of the Board. In the absence of the Convener the Board shall elect one of its members as the Chairman. *Chairman*
5. The Registrar or the person performing his duties or authorized by him shall be the Secretary of the Board and shall keep a record of the proceedings of the meetings. *Secretary*



6. The majority of the members of a Board or in the case of joint session, of the total number of the members of the Boards meeting jointly shall form a quorum but if a meeting is adjourned for want of quorum no quorum shall be necessary for the subsequent meeting.

*Quorum*

Any two or more Boards of studies may, with the consent of the Vice-Chancellor and at the direction of the Academic Council or the Syndicate or the University Council, jointly meet and act in concurrence and render a joint report upon any matter which lies within their purview.

#### **6. BOARD OF POST GRADUATE STUDIES IN MEDICINE<sup>1</sup>**

- 2.11 There shall be a Board of Post-graduate Studies in Medicine. The Board shall consist of the Dean, Faculty of Medicine, the Registrar of the University and the Heads of Departments of the subjects in which the Post-graduate studies are conducted. The Dean, shall act as the Chairman of the Board;
- 2.12 The Board shall have the powers to co-opt the Post-graduate teachers concerned as members of the Board at the time of consideration of the applications received for grant of M.D/M.S registration;
- 2.13 The Board shall organize Post-graduate studies in various subjects comprised in the Faculty of Medicine in accordance with the Statutes and Regulations prescribed in this behalf;
- 2.14 The Board shall have the following powers and functions: -
1. to consider the eligibility for registration for the M.D/M.S. Post-graduate degree in the light of recommendations made by the Heads of the Departments concerned.

*Statutes*

*Powers and functions*

<sup>1</sup> University Council Resolution dated 4.6.1977



2. to appoint guides for the supervision of Post-graduate students.
3. to prescribe the maximum number of Post-graduate students to be guided by an approved guide in accordance with the guide lines prescribed by the Statutes governing the M.D/M.S courses/Examinations.
4. to permit a teacher of the concerned department/unit with a Post-graduate qualification to supervise under the guidance of recognized Post-graduate teacher of the Department and already registered student in the event the original guide of the student ceases to function on account of retirement/ transfer/death/absence for more than one year.
5. to authorize alternate arrangements for an already registered candidate in the event his guide ceased to function for any reason and there is no other recognized guide available in the department.
6. to make suggestions and proposal to the Academic Council for conduct and improvement of Post-graduate studies in Medicine.
7. to consider any other matter concerning Post-graduate studies referred to it by the Academic Council, Syndicate and the University Council.

### **7. BOARD OF INSPECTION**

- 2.15 The members of the Board of Inspection who are to be nominated by the Vice-Chancellor by rotation shall hold office for a period of one calendar year from the respective dates of their nomination as such;

*Statutes*

Provided, that the ex-officio members of the Board of Inspection shall hold office as such so long only as they continue to held their respective posts.

- 2.16 The Board shall appoint a panel of inspectors consisting of ten persons for conducting periodical inspection of the constituent and affiliated colleges and other educational



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institutions and the members of the panel shall hold office for a period of one calendar year.

Provided that the Vice-Chancellor shall have the power to increase the number of inspectors on the panel from time to time whenever he deems necessary.

- 2.17 Periodical inspection of the constituent and affiliated colleges and of other educational institutions shall be conducted by not less than two inspectors in accordance with the procedure laid down in the Regulations.

### **Regulations**

1. The Board of Inspection shall meet whenever the Vice-Chancellor directs.
2. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any shall preside at the meetings of the Board and in the absence of both, the members present shall elect a chairman for the meeting.
3. The majority of the members of the Board shall form the quorum.

*Meetings*

*Chairman*

*Quorum*

All questions shall be decided by a majority of votes of the members present. In the event of votes being equal, the chairman shall have a casting vote.

### **8. COLLEGE DEVELOPMENT COUNCIL<sup>2</sup>**

- 2.18 There shall be College Development Council in the University comprising the following: -
1. Vice-Chancellor;
  2. Commissioner/Secretary, Education Department, J&K Govt.;
  3. Dean, College Development Council;
  4. Four Deans of the Faculties to be nominated by the Vice-Chancellor by rotation;
  5. Dean/Director, College Development Council, University of Jammu;

*Statutes*

<sup>2</sup> University Council resolution dated 06-01-1997

## Chapter II: *Authorities and Committees*



6. Three Professors of the University to be nominated by the Vice-Chancellor by rotation;
7. Registrar of the University;
8. Controller of Examinations of the University.
9. Three Principals of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;
10. Two teachers of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;

The members of the College Development Council other than ex-officio members shall hold office for a period of three years.

2.19 The functions of the College Development Council shall be as follows: -

1. Function as a policy making body in regard to proper planning and integrated development of colleges;
2. Get surveys conducted to all affiliated colleges with a view to preparing and maintaining an upto-date profile of each college affiliated to the University, reviewing existing facilities and identifying the needs and gaps that need to be filled up for the development of colleges and make such information available to the UGC and other concerned bodies/ authorities;
3. Advise the University on all matters relating to development of affiliated and constituent colleges such as provision of adequate facilities- academic and physical- for raising thereof learning, teaching and research standard and its periodical evaluation for enabling the University to maintain reasonable continuity of policy in regard to the development of college;
4. Prepare perspective plan for the development and opening of new colleges to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and advise the University on matters relating to different disciplines taught in colleges at different levels of University education;

### *Functions*



## Chapter II: *Authorities and Committees*

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5. Advise the University in regard to rationalization and implementation of University policy on affiliation of colleges;
6. Help the University in the implementation of the regulations framed by the UGC regarding minimum standards of instructions for the award of first degree and also regarding restructuring of courses at the undergraduate level;
7. Help in the selective development of colleges to remove regional imbalance and also assist the colleges to realize their potential and in identification of colleges for autonomous status;
8. Evaluate and assess the impact of UGC and State grants utilized by the colleges for the improvement of various development projects;
9. Ensure close and continued contact and other interactions between the academic faculties of the University teaching departments and the colleges and to perform such other functions as may be prescribed or deemed necessary by the University for advancing the cause of collegiate education; and
10. Ensure that the grants released by the UGC or any other agency to University/ Government for disbursement to colleges are not held/locked up or utilized by the University/Government for their own purpose and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purpose according to the guidelines laid down by the commission.

### **Regulations**

01. The meetings of the College Development Council shall be held at least twice in a academic year and also at such times as the Vice-Chancellor may direct;
02. The Vice Chancellor shall be the Chairman of the College Development Council;
03. The Secretary shall, ordinarily at least ten days before each meeting issue to each member a notice of the time and venue of the meeting together with the agenda paper;

*Meetings*

*Chairman*

*Notice of meeting*



## Chapter II: *Authorities and Committees*

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04. The Dean of College Development Council shall be ex-officio Secretary;
05. The majority of the members inclusive of the Chairman shall form the quorum. *Quorum*

The proceedings of the meetings of the College Development Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meetings for approval and signatures.

### **9. LIBRARY COMMITTEE<sup>3</sup>**

- 2.20 The Library Committee shall consist of the following :- *Statutes*
1. The Vice-Chancellor;
  2. Pro Vice-Chancellor, if any;
  3. Deans of Faculties (at the campus);
  4. Eight Heads of the University Departments –(2 each from the faculty of Arts, Science and Social Sciences and two from other faculties, by rotation nominated by the Vice-Chancellor);  
*(In case the Head of the Department happens to be the Dean also, the Head of the Department of another Department would be nominated in his place)*
  5. One Principal of constituent/affiliated college, nominated by the Vice-Chancellor;
  6. Two persons not being the employees of the University or college nominated by the Syndicate;
  7. One person from Agricultural University/ Institute of Medical Sciences/Directorate of Public Library by rotation nominated by the Vice-Chancellor;
  8. The Registrar, and
  9. Librarian, Member Secretary.

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<sup>3</sup> University Council resolution dated 06-01-1997



## Chapter II: *Authorities and Committees*

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2.21 The functions and powers of the Library Committee shall be: -

1. to sanction the break-up of the budget grant for purchase of books and journals (subject-wise), furniture and any other equipment required for the library;
2. to frame the annual budget of the Library;
3. to enforce library regulations;
4. to dispose of and write off such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless;
5. to write off books lost in the Library on the recommendation of the Librarian, save as otherwise provided under the Statutes, provided the amount of loss does not exceed as may be prescribed by the University from time to time;
6. to approve any person who is not eligible to borrow books as a regular borrower, subject to the conditions prescribed in this behalf in the Regulations;
7. to delegate any of its powers to the Librarian;
8. to fix up the working hours of the Library;
9. to decide all matters relating to the Library which are not otherwise provided for in the Statutes and Regulations, the decision being liable to revision by the Syndicate.
10. to purchase rare manuscripts on the recommendations of the Committee to be appointed by the Vice-Chancellor which shall include at least one expert and one person not connected with the University, having some knowledge of the subject concerned.

*Powers &  
Functions*

### **Regulations**

1. The Committee shall meet at least twice in a year and at other times when convened by the Chairman.
2. The Vice-Chancellor or the Pro Vice-Chancellor, if any, shall be the Chairman of the Committee.

*Meetings*

*Chairman*

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3. The Librarian shall be the ex-officio Member-Secretary. In his absence the person performing his duties shall act as the Secretary. He shall record in writing the minutes of all meetings and shall submit the same to the Chairman of the Committee for Signatures.

*Secretary*

4. Seven members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairman shall have his own vote, and in the case of an equality of votes, he shall have a casting vote.

*Quorum*

**10. FINANCE COMMITTEE**

2.22 The Syndicate shall have its Standing Finance Committee for regulating and controlling its finances. It shall consist of the following: -

*Statutes*

1. Vice-Chancellor;
2. Pro Vice-Chancellor, if any;
3. Financial Adviser;
4. Secretary to Government Education Department (Higher and Technical);
5. Two members of the Syndicate nominated by the Syndicate;
6. Registrar – Member Secretary

The nominated members of the Committee shall hold office for a period of three calendar years from the respective dates of their nomination as such.

2.23 The functions and powers of this Committee shall be as under: -

*Powers & Functions*

1. to examine the annual budget consolidated by the Registrar and endorsed by the Financial Adviser and to advise the Syndicate thereon;
2. to review the financial position periodically;
3. to devise means for the improvement of the financial position of the University;



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- 4. to examine every proposal of new expenditure not provided for in the budget;
- 5. to perform such other functions as the Syndicate may, from time to time, determine.

**Regulations**

- 1. The Committee shall meet whenever the Vice-Chancellor directs. *Meetings*
- 2. The Vice-Chancellor or the Pro Vice-Chancellor, if any shall preside at all meetings and in the absence of both the members present shall elect their own chairman. *Chairman*
- 3. The Registrar shall be the Member Secretary of the Committee. In his absence the person performing his duties shall act as the Secretary. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures. *Secretary*
- 4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairman in the event of the equality of votes, shall have a casting vote. *Quorum*

**11. SELECTION COMMITTEES**

- 2.24 The members of the Selection Committees nominated under Section 36 of the Act shall hold office for a period of one calendar year from the respective dates of their nomination as such. *Statutes*

Provided that the members of the Selection Committee other than the nominated members shall hold office as such so long only as they continue to hold their respective posts.

**Regulations**

- 1. The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct. *Meetings*
- 2. The Registrar shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and the venue of the meeting. *Notice of the meetings*



The Registrar shall be the Member Secretary of the Committee constituted under sub-section 1(c) of Section 36 of the Act and the ex-officio Secretary for the other two Committees constituted under sub-section 1 (a) and (b) of Section 36 of the Act. In his absence the person performing his duties shall act as Secretary. The Proceedings of the Committees shall be recorded in writing by the Secretary and got approved and signed by the Chairman and all members of the Committee present at the meeting. The proceedings shall remain confidential and in the personal custody of the Secretary.

**12. COMMITTEE FOR APPOINTMENT OF NON-TEACHING ACADEMIC STAFF<sup>4</sup>**

- 2.25 There shall be a Selection Committee for appointment of Non-teaching academic staff in various Research Institutes/ Centres/Departments of the University. The composition of the Committees shall be as under: -
- 2.26 Committee for appointment of Officers of the pay-scale of Reader and above.
- a. Vice-Chancellor;
  - b. Pro Vice-Chancellor, if any;
  - c. Chairman, Public Service Commission or his nominee being a member of the Commission;
  - d. Head/Director of the Department/Centre concerned for appointment of officers of the pay-scale of Reader;
  - e. One person to be nominated by the University Council;
  - f. Two persons not connected with the University having special knowledge in the field to be nominated by the Vice-Chancellor.
  - g. Registrar - (Secretary).

*Statutes*

<sup>4</sup> University Council Resolution dated 15-12-1988



## Chapter II: *Authorities and Committees*

---

- 2.27 Committee for appointment of Officers below the pay-scale of Reader.
- a. Vice-Chancellor;
  - b. Pro Vice-Chancellor, if any;
  - c. Head/Director of the Department/Centre concerned;
  - d. Chairman, Public Service Commission or his nominee being a member of the Commission;
  - e. One member nominated by the Syndicate;
  - f. Two persons not connected with the University having special knowledge in the field to be nominated by the Vice-Chancellor;
  - g. Registrar – (Secretary)

### **13. COMMITTEE FOR DEVELOPMENT OF THE UNIVERSITY**

- 2.28 The University Council shall appoint a Committee consisting of the following members to frame proposals from time to time for the development and expansion of the University:-
1. Vice-Chancellor;
  2. Pro Vice-Chancellor, if any;
  3. Two members of the University Council nominated by the University Council;
  4. Two members of the Syndicate nominated by the Syndicate;
  5. Planning Commissioner, Jammu & Kashmir State;
  6. Chief Engineer, Roads & Buildings, Kashmir Province;
  7. Financial Adviser;
  8. Additional Secretary to Government Education Department (Higher and Technical);
  9. Registrar- Secretary.

*Statutes*



The nominated members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

**Regulations:**

1. The Committee shall meet whenever the Vice-Chancellor directs. *Meetings*
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside at all meetings. *Chairman*
3. The Registrar shall be the Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall maintain proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures. *Secretary*
4. The majority of the members shall form the quorum. All matters shall be decided by the majority of votes of the members present. The Chairman in the event of the equality of votes, shall have a casting vote. *Quorum*

**14. COMMITTEE FOR APPOINTMENT OF PAPER-SETTERS AND EXAMINERS**

- 2.29 There shall be a Committee of the Syndicate to appoint paper-setters and examiners in accordance with the procedure laid down in the Statutes. It shall consist of the following:- *Statutes*
1. Vice-Chancellor;
  2. Pro Vice-Chancellor, if any;
  3. Two members of the Syndicate nominated by the Syndicate;
  4. Controller of Examinations – Member Secretary.
- 2.30 The Dean of Faculty shall be associated with the meetings of the Committee as a member, whether he may or may not be a member of the Syndicate, whenever appointment of paper-setters and examiners pertaining to that Faculty is to be made.



## Chapter II: *Authorities and Committees*

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The nominated members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

### **Regulations**

1. The Committee shall meet whenever the Vice-Chancellor directs.
2. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all meetings.
3. The Controller of Examinations shall be the Member-Secretary of the Committee. In his absence the person performing his duties shall act as the Secretary. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures. These proceedings shall remain confidential and in the personal custody of the Controller of Examinations or in his absence with the person performing his duties.
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes. The Chairman in the event of the equality of votes, shall have a casting vote.

*Meetings*

*Chairman*

*Secretary*

*Quorum*

### **15. COMMITTEE FOR GENERAL SUPERVISION OF UNIVERSITY EXAMINATIONS & APPOINTMENT OF INSPECTORS AND SUPERVISORY STAFF FOR THE CONDUCT OF THEORY EXAMINATIONS.**

- 2.31 The Syndicate shall have a committee for the appointment of Inspectors, Superintendents, Deputy Superintendents and other supervisory staff for the conduct of theory examinations of the University in accordance with the procedure laid down by the Statutes. It shall consist of the following members:-

*Statutes*

1. Vice-Chancellor,
2. Pro Vice-Chancellor, if any
3. Two members of the Syndicate nominated by the Syndicate;



4. Two Principals of constituent/ affiliated colleges nominated by the Vice-Chancellor;
5. One member to be co-opted by the Committee;
6. Controller of Examinations – Member Secretary.

2.32 The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor.

**Regulations**

1. The Committee shall meet whenever the Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, directs.
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all meetings.
3. The Controller of Examinations shall be the Member-Secretary of the Committee. In his absence the person performing the duties of the Controller of Examinations shall act as Secretary. He shall maintain the proceedings of the meeting of the Committee in writing and shall submit the same to the Chairman for his signatures.
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The chairman in the event of the equality of votes, shall have a casting vote.

*Meetings*

*Chairman*

*Secretary*

*Quorum*

**16. COMMITTEE FOR SCRUTINY OF UNFAIR-MEANS/ MIS-CONDUCT CASES**

2.33 The Syndicate shall have a Committee for Scrutiny of unfairmeans/misconduct cases in Examinations and take decision on them in accordance with the relevant statutes. The Committee shall comprise the following:-

*Statutes*

1. Vice-Chancellor;
2. Pro Vice-Chancellor, if any;
3. Dean, Faculty of Law;
4. Registrar;
5. Three members of the Syndicate, nominated by the Syndicate, provided that one of three nominees is from an affiliated/ constituent college;



Chapter II: *Authorities and Committees*

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6. Controller of Examinations - Member Secretary.

The members of the Committee other than ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

**Regulations**

- |  |                  |
|--|------------------|
| 1. The Committee shall meet whenever the Vice-Chancellor directs.  | <i>Meetings</i>  |
| 2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at the meetings of the Committee.   | <i>Chairman</i>  |
| 3. The Controller of Examinations shall be the Member-Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall keep the proceedings of the meetings in writing and shall submit the same to the Chairman for his signatures. | <i>Secretary</i> |
| 4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. In the event of equality of votes, the Chairman shall have a casting vote.   | <i>Quorum</i>    |

**17. COMMITTEE FOR SCRUTINY OF COMPLAINTS AGAINST QUESTION PAPERS**

- |   |                 |
|---|-----------------|
| 2.34 There shall be a Committee of the Syndicate for the scrutiny and disposal of complaints against question papers in accordance with the relevant Statutes. It shall consist of the following: - | <i>Statutes</i> |
| 1. Vice Chancellor;   |                 |
| 2. Pro Vice-Chancellor, if any;   |                 |
| 3. Dean of the Faculty concerned;   |                 |
| 4. Two members nominated by the Academic Council;   |                 |
| 5. Two Principals of constituent/affiliated colleges nominated by the Vice-Chancellor;  |                 |
| 6. Controller of Examinations.....Secretary   |                 |

## Chapter II: *Authorities and Committees*



The nominated members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

### **Regulations**

1. The Committee for the scrutiny of complaints against question papers shall meet whenever the Vice-Chancellor directs and deal with all the complaints in accordance with the procedure laid down in the Statutes. *Meetings*
2. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all the meetings of the Committee. *Chairman*
3. The Controller of Examinations shall be the Secretary. In his absence the person performing his duties shall act as Secretary. He shall maintain the proceedings of the meetings of the Committee in writing and shall submit the same to the Chairman for his signatures. *Secretary*
4. The majority of the members shall form the Quorum. All questions shall be decided by a majority of votes of the members present. In the event of equality of votes, the Chairman shall have a casting vote. *Quorum*

### **18. RESULT PUBLISHING COMMITTEE<sup>5</sup>**

- 2.35 There shall be a Committee of the Syndicate for reviewing, scrutinizing and publication of results of the examinations conducted by the University, consisting of the following: - *Statutes*
- 1 Vice-Chancellor;
  - 2 Pro Vice-Chancellor, if any;
  - 3 Two members of the University Council, nominated by the University Council one of whom shall be a teacher;
  - 4 Two members of the Syndicate, nominated by the Syndicate one of whom shall be a teacher;

<sup>5</sup> University Council Resolution dated 7-10-1976



## Chapter II: *Authorities and Committees*

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- 5 Two Principals of affiliated/ constituent colleges nominated by the Vice-Chancellor one of whom shall be a member of the Academic Council;
- 6 Registrar;
- 7 Controller of Examinations.

The nominated members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

The Committee shall also scrutinize the results of the candidates who have applied for it, in accordance with the procedure laid down in the Statutes.

### **Regulations**

1. The Committee shall meet immediately when the results pertaining to the various annual examinations are tabulated and collated and authorize their publication in accordance with the Statutes prescribed for the purpose.
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at the meetings of the Committee.
3. The Controller of Examinations shall be the Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures.
4. The majority of the members shall form the quorum. All questions shall be decided by a majority of vote of the members present. In the event of equality of votes, the Chairman shall have a casting vote.

*Meetings*

*Chairman*

*Secretary*

*Quorum*



### 19. GARDEN COMMITTEE<sup>6</sup>

2.36 There shall be a Committee to make proposals for beautification of University Campuses and maintenance of gardens. It shall consist of the following members: -

*Statutes*

1. Vice-Chancellor;
2. Pro - Vice-Chancellor, if any;
3. One member of the University Council nominated by the University Council;
4. One member of the Syndicate nominated by the Syndicate;
5. Director of Gardens, Jammu and Kashmir State;
6. Head, Department of Botany, Kashmir University;
7. Registrar.

The nominated members shall hold office for a period of three years from the respective dates of their nomination as such.

#### **Regulations**

1. The Committee shall meet whenever the Vice Chancellor directs;
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over all the meetings;
3. The Registrar shall be the Member Secretary. In his absence the person performing his duties shall act as Secretary. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures;
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairman in the event of the equality of votes, shall have a casting vote.

*Meetings*

*Chairman*

*Secretary*

*Quorum*

<sup>6</sup> University Council Resolution dated 21-9-1977



**20. BUILDING COMMITTEE<sup>7</sup>**

2.37 There shall be a Committee consisting of the following members to supervise the implementation of the approved schemes in respect of construction of buildings etc:-

*Statutes*

1. Vice Chancellor;
2. Pro Vice-Chancellor, if any;
3. Financial Adviser;
4. Development Commissioner (Works), J&K Govt;
5. Chief Engineer, R&B, J&K Govt., Kashmir Prov.;
6. One member of the Syndicate nominated by the Syndicate;
7. Registrar

The nominated member shall hold office for a period of three years from the date of his/her nomination as such.

2.38 The Committee shall scrutinize the plans and estimates proposed for all new works before these are approved by the competent authority.

2.39 The Committee will supervise the construction of new buildings and examine proposals for major additions and alterations in the existing buildings before these are executed with the approval of the competent authority.

**Regulations**

1. The Committee shall meet whenever the Vice-Chancellor directs.
2. The Vice-Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all meetings.
3. The Registrar shall be the Member Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall maintain the proceedings of the meeting in writing and shall submit the same to the Chairman for his Signatures.
4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the

*Meetings*

*Chairman*

*Secretary*

*Quorum*

<sup>7</sup> University Council Resolution dated 21-9-1977



members present. The Chairman in the event of the equality of votes shall have a casting vote.

## 21. EQUIVALENCE COMMITTEE

2.40 The Academic Council shall have a committee to grant equivalence to the courses and examinations of other Universities/ Bodies/ Boards to the corresponding courses and examinations of the University.

*Statutes*

<sup>8</sup>The Committee shall consist of the following: -

1. Vice-Chancellor;
2. Pro Vice-Chancellor, if any;
3. Deans of all the Faculties of the University;
4. One Principal of Constituent/ Affiliated college, being a member of the Academic Council, nominated by the Vice-Chancellor, by rotation;
5. One principal of constituent/affiliated College nominated by the Vice-Chancellor by rotation, and
6. The Registrar - Secretary.

The nominated members shall hold office for a period of three years from the respective dates of their nomination as such.

### Regulations

1. The Committee shall meet whenever the Vice-Chancellor directs.
2. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any, shall preside over at all the meetings of the Committee.
3. The Registrar shall be the Secretary of the Committee. In his absence the person performing his duties shall act as Secretary. He shall keep the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures.

*Meetings*

*Chairman*

*Secretary*

<sup>8</sup> University Council Resolution dated 23-12-1980



## Chapter II: *Authorities and Committees*

4. The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. In the event of the equality of votes the chairman shall have a casting vote.

*Quorum*

### **22. PUBLICATION BOARD**

1. There shall be Publication Board comprising the following: -

*Regulation*

1. Vice-Chancellor;
2. Pro Vice-Chancellor, if any;
3. two members of the Syndicate nominated by the Syndicate;
4. two members of the Academic Council nominated by the Academic Council;
5. two Principals of constituent/ affiliated colleges nominated by the Vice-Chancellor;
6. University Librarian; and
7. The Registrar.

The members of the Board other than the ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

2. The powers and functions of the Board shall be :-
- i) to undertake, subject to the approval of the Syndicate, the publication of: -
    - a. text books prescribed by the Syndicate in accordance with the procedure laid down in the Regulations;
    - b. such of the research work done under the auspices of the University as the Syndicate may approve for publication;
    - c. any other work, literary or scientific, considered suitable by the board
    - d. University extension lectures.

*Powers  
& Functions*



## Chapter II: *Authorities and Committees*

- ii) To advise the Syndicate on all matters connected with the University publication;
  - iii) To authorize reprinting of publications already approved by the Syndicate.
3. The Syndicate may, from time to time, delegate to the Board such powers as may be considered necessary.
4. The Board shall meet at any time as the Vice Chancellor may direct. *Meetings*
5. The Vice Chancellor shall preside at the meetings of the Board. In his absence the Pro Vice-Chancellor, if any, shall preside and in the absence of both, the members present shall elect the chairman. *Chairman*
6. The Registrar shall be the ex-officio Secretary of the Board and shall keep a record of the proceedings of the meetings of the Board. In his absence the person performing the duties shall act as Secretary. *Secretary*
7. Six members shall form the quorum for a meeting of the Board. *Quorum*
8. All questions shall be decided by a majority of votes of the members present. The Chairman in the event of the equality of votes shall have a casting vote.

### **23. BOARD OF SPORTS AND YOUTH WELFARE<sup>9</sup>**

1. The Board of Sports and Youth Welfare hereinafter called the Board shall consist of:- *Regulations*
  - 1) Vice-Chancellor;
  - 2) Pro Vice-Chancellor, if any;
  - 3) Two Heads of the University Departments and two Principals of affiliated/ constituent colleges nominated by the Vice-Chancellor by rotation;
  - 4) Four members to be nominated by the Syndicate out of whom one shall be member of the Syndicate and three persons not connected with the University and College/ recognized Institutions

<sup>9</sup> University Council meeting dated 21-9-1977



## Chapter II: *Authorities and Committees*

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possessing expert knowledge or experience in a branch or branches of sports and other extra-curricular activities, one of whom shall be a woman;

- 5) Registrar;
- 6) Dean Student's Welfare;
- 7) Two Physical Directors from the affiliated/constituent Colleges-one from city and the other from Muffasils to be nominated by the Vice-Chancellor by rotation in an alphabetical order of the Colleges;

The members of the Board other than the ex-officio members shall hold office for a period of three calendar years from the respective dates of their nomination as such.

2. The Board shall meet once in every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.
3. The Vice Chancellor or in his absence the Pro Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the members present shall elect a Chairman.
4. The Director, Physical Education shall be the ex-officio Secretary of the Board.
5. Five members shall form the Quorum for a meeting of the Board, but no quorum shall be necessary for the meeting adjourned twice for want of a quorum.
6. The Board of Sports and Youth Welfare shall have the following functions and duties:-
  1. to organize control, manage and supervise either themselves or through various committees and sub-committees, inter college sports, tournaments and youth welfare activities and to foster, undertake and conduct Inter-University competitions.
  2. to conduct of tournaments in various events as prescribed under the Regulations.

*Meetings*

*Chairman*

*Secretary*

*Quorum*

*Powers & Functions*



## Chapter II: *Authorities and Committees*

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3. to appoint Committees for such sports and games and youth welfare activities as considered necessary;
  4. to propose the budget estimates and allotment of funds for the conduct of sports and tournaments;
  5. to decide the events in which the University shall participate in the Inter-University competitions and the budget for the expense involved in such participation;
  6. to appoint Selection Committees to choose University teams and Organizing Committees to conduct and arrange Inter-University competitions whenever required;
  7. to adjudicate on appeals that may be referred to them against the decision of a committee appointed by them. The decision of the Board shall be final and binding on all concerned;
  8. to advise the Syndicate on all matters connected with sports and youth welfare;
  9. to organize an Annual University Youth Festival;
  10. to hold coaching camps and to appoint coaches and instructors for the purpose;
  11. to submit to the Syndicate schemes for the welfare of students;
  12. to arrange programmes like, hikes, mountaineering etc for the students.
- 24. COMMITTEE FOR PURCHASE OF MANUSCRIPTS OUT OF PRINT AND RARE BOOKS, JOURNALS AND ART TREASURES INCLUDING OLD SPECIMENS OF CALLIGRAPHY**

1. The Committee shall comprise the following:
  1. Chairman to be nominated by the Vice-Chancellor;
  2. Dean of the Faculty concerned;
  3. Head of the Department/Unit concerned;

### *Regulations*



## Chapter II: *Authorities and Committees*

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4. The next senior most teacher of the Department/ Unit concerned;
  5. Director, Jammu & Kashmir Archives, Archeology and Museums;
  6. Registrar
  7. Librarian; and
  8. Two experts not in the employment of the University, nominated by the Vice-Chancellor from the Panel approved by the University Council for the purpose provided that such a panel shall be reviewed after every three years.
2. The Committee shall meet whenever necessary and at least once a year.
  3. The Librarian shall be the ex-officio Secretary of the Committee. In his absence the person performing his duties shall act as the Secretary. He shall record in writing the minutes of all meetings and shall submit the same to the Chairman of the Committee for his approval.
  4. Five members inclusive of one person from the panel of experts shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairman shall have his own vote and in the case of the equality of votes he shall have a casting vote.

*Meetings*

*Secretary*

*Quorum*

All cases shall be referred to the Committee by the Librarian or the Head of the Department/ Unit, as the case may be, explaining and justifying the utility of the item to be purchased.

The Committee shall determine the price of each item on the basis of the Scrutiny-note to be prepared by the expert/s of the Committee. The Proforma of the scrutiny-note for Antiquities, paintings, manuscripts and rare and out of print books shall be those as given in appendices A, B, C and D.

Each item shall be purchased on the basis of negotiations with the owner of the item and he/she shall be required to affirm that the item offered for sale is his/her property and he/she is its sole owner.



All items shall be classified into a, b and c categories as indicated below: -

- a) Ancient      First to 10<sup>th</sup> Century A.D
- b) Mediaeval    11<sup>th</sup> to 17<sup>th</sup> Century A.D
- c) Modern      18<sup>th</sup> Century onwards

In the case of manuscripts rare books, antiquities and paintings the price shall be determined by the Committee.

The Chairman of the Committee shall be competent to authorize the purchase of an item in anticipation of the approval of the Committee. Such action of the Chairman shall be reported to the Committee for confirmation at its next meeting.

## **25. PLANNING AND MONITORING BOARD**

2.41. The Board may consist of: -

- i) Vice-Chancellor ..... Chairman
- ii) Pro Vice-Chancellor, if any;
- iii) Four outside experts to be nominated by the Vice-Chancellor;
- iv) Deans of all Faculties;
- v) Three nominees of the Vice-Chancellor from the University's own staff for their special interest in educational progress and development;
- vi) Deputy/Assistant, Registrar (Accounts);
- vii) Registrar ..... Secretary.

*Statutes*

2.42 to suggest measures for raising the standard of education and research, to strength inter-disciplinary programme and inter departmental cooperation, to create links and develop specific schemes of Inter-University and University/ Industry/ Agriculture/ Community interaction. To develop ideas and schemes on improving corporate life and cultural activities on the Campus.

*Powers & Functions*



## Chapter II: *Authorities and Committees*

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to prepare University development plans both short-term and long-term keeping in view the objectives of the University as laid down in the Act, and with due regard to national policy.

to monitor regularly implementation of schemes approved by U.G.C and other agencies and suggest methods for proper implementation as per guide line given in appendix E.

The Academic Council may ask the Board's advice on any issue.



## CHAPTER - III

### UNIVERSITY TEACHERS

3. Teachers of the University shall be of three classes, namely: -
- i. Appointed teachers
  - ii. Part-time teachers; and
  - iii. Recognized teachers.

#### **Statutes**

#### *Classes of teachers*

- 3.1 Appointed teachers of the University shall be:-

- i. Servants of the University paid by the University and appointed by the University Council/Syndicate as Professors, Associate Professors or Assistant Professor or other-wise as teachers of the University;

#### *Appointed teachers*

Or

- ii. Persons appointed by the University Council/Syndicate as Visiting Professors, Associate Professors or Assistant Professor or other-wise as teachers of the University.

- 3.2 The qualifications of the salaried teachers appointed by the University shall be the same as will be prescribed by the UGC/University from time to time.

#### *Qualifications*

- 3.3 Whenever there is a vacancy in the post of a University Professor, or of a University Associate Professor, or of a University Lecturer, the post shall be advertised and applications invited before the vacancy is filled;



Provided that the Vice-Chancellor shall have the power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisements, but such persons shall not be amongst those in the service of the University or those who have retired from its service.

- 3.4 The posts of teachers and non-teaching academic positions which are not filled in within two years from the date of their advertisement shall be re-advertised.
- 3.5 All applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select candidates for being invited to appear before the Selection Committee for interview.
- 3.6 Candidates selected for interview shall be entitled to receive the traveling expenses at the rates given below: -
- i. Return second class railway fare from the candidate's nearest rail head to the place of interview. In case the applicant is already employed actual return railway fare of the class to which he/she may be entitled according to the rules of his/her employer;
  - ii. Return actual bus fare from Srinagar to Jammu and from Jammu to Srinagar, if the interview is held at Jammu or provided a certificate to this effect is produced with his/her T.A bill.
  - iii. Return bus fare from his home town to the place of interview (for candidates residing within the State).
- Note:* No Daily allowance shall be admissible to the candidates.
- 3.7 The Selection Committee shall, after interviewing candidates, submit its recommendations to the University Council/ Syndicate.

**Procedure of Selection**



Explanation:

The panel of names as recommended for appointment as teachers in the University by a Selection Committee will hold good for a period of one year to be counted from the date the panel of names recommended for appointment by a Selection Committee if approved by the Syndicate in the case of lectures and by the University Council in the case of Associate Professors and Professors and will be valid only for the post/s which was/were advertised and for which candidates were interviewed by the Selection Committee.

- 3.8 A suitable higher start may be recommended by the Selection Committee for candidates with higher qualifications.
- 3.9 1. There shall be the following categories of teachers appointed by the University namely: -
1. Professors;
  2. Associate Professor;
  3. Assistant Professor.
2. The teachers shall be entitled to such salary in such scales of pay as may be specified by the appointing authority;

Provided that whenever there is a change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded by a separate order and the terms & conditions embodied in the Statutes shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the University Council/ Syndicate on a reference by the Vice Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.



- 3.10 The duties of teachers shall be to teach and to engage in and guide research and to take such part and perform such duties including extracurricular duties in the University, as may be required by and in accordance with the Act, Statutes and Regulations of the University for the time being in force and to act under the direction of the authorities of the University and under the immediate orders of the Vice-Chancellor;
- 3.11 The duties of Professors shall also include the guidance and co-ordination of studies in their subjects. The teacher shall devote his whole time to the service of the University and shall not without the special sanction of the Vice-Chancellor previously obtained, accept any engagement or office except those relating to examinations of Universities and Public Service Commissions and literary contributions, or engage in any trade or business which is likely to interfere with the due performance of his/her duties or to impair his/her usefulness as an employees of the University.
- 3.12 Except as otherwise provided for by an order of the appointing authority, no teacher shall be eligible for confirmation until he has been on probation for such period not exceeding two years as the appointing authority may determine. During the period of probation the appointment of a teacher shall be terminable on one month's notice by either side.
- 3.13 Subject to other conditions provided in these statutes a teacher shall continue in the services of the University until he/she attains the age of 60 years beyond which no extension or re-employment be granted.

Provided that in respect of such teachers who attain the age of superannuation during the academic session extension shall be granted till the end of the academic session.

Provided further that on the recommendation of the Vice-Chancellor, the University Council/ Syndicate may re-employ a University teacher, on contract basis for a specified period not exceeding five years if the exigencies of teaching and research need his/ her continuance in the respective department.



Provided, also that the re-employed teacher will not hold the position of the Head of the Department/ Dean of the Faculty/ Director of the Centre or any other administrative position. The University may relax the application of this proviso under very exceptional circumstances such as total non-availability of competent and qualified hands.

Provided, further also that the re-employed teacher shall receive the same emoluments which he/she was drawing at the time of his/her retirement including the amount of pension to be fixed.

Note: The date of birth as mentioned in the High School Certificate shall be the basis for determining the age under this Statute.

- 3.14 Notwithstanding any provision contained in the leave Regulations, a teacher shall not be entitled to leave of any kind during the period of notice of termination of service.
- 3.15 The University may, in the case of abolition of a Department or abolition of a post due to reduction in cadre or any other reason to be decided by the University Council/ Syndicate terminate the services of the teacher after having been confirmed by given a three calendar month's notice in writing.
- 3.16
1. The University Council/Syndicate of the University shall be entitled summarily to determine the engagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.
  2. The Vice-Chancellor may, when he deems it necessary, suspend a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty. When he suspends the teacher, he shall report it to the University Council/ Syndicate at its next meeting.
  3. The University Council/Syndicate shall investigate all matters reported to it by the Vice



Chancellor about the misconduct, in subordination, inefficiency or unsatisfactory performance of duty of the teacher whether he/she has been suspended or not. The University Council/Syndicate may appoint a committee for the purpose. The teacher shall be notified, in writing, of the charges against him/her and shall be given not less than three weeks time to submit his/her explanation in writing.

4. The University Council/Syndicate or the Committee thereof may hear the teacher and take such evidence as it may consider necessary. The University Council/ Syndicate may determine the appointment of the teacher where it deems that the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher deserves to be dealt with in the manner, after it has considered the explanation and evidence, if any and or the report of the Committee if one has been appointed.
- 3.17 The appointment shall not be determined by the University Council/Syndicate under Statute 16 except by a resolution stating the reasons for the termination. Before a resolution under this Statute is passed, the University Council/ Syndicate shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks time to make such representation as the teacher may like to make. Every resolution terminating the service under this Statute shall be passed only after consideration of the representation, if any, of the teacher. The teacher whose services are terminated under this Statute shall be given not less than one month's notice from the date on which he/she is notified of the resolution of the termination of service or not less than one month's salary in lieu of such notice.
- 3.18 It shall be lawful for the University Council/ Syndicate of the University prior to the expiration of the service of the teacher, if satisfied on the report of Medical Board of at



least two doctors of the status of Civil Surgeons appointed by it for the purpose, that the teacher is medically unfit and is likely for a considerable period to continue unfit by reasons of illness or disease for the discharge of his/her duties in the University, to determine the service and thereupon his/ her services shall be terminated and in that event, the University shall pay to him/her a sum equivalent to three months salary in addition to any sum due to him/her by way of arrears of salary and contributory provident fund.

- 3.19 On the termination of his/ her appointment for whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles etc. belonging to the University as may be in his/her possession.
- 3.20 In all matters not mentioned herein, the teacher shall abide by the Statutes and Regulations made from time to time by the University or any special conditions specified in the order of appointment including those determining his/her grade, increment, leave, conditions of service, superannuation and Contributory Provident Fund/ General Provident Fund; provided that no change in the Statutes and Regulations in this regard shall be made to adversely affect the teacher.
- 3.21 No whole-time teacher appointed by the University shall be required to do teaching work, whether lecturing or tutorial, or laboratory work, for more than eighteen periods of fifty minutes each, or for more than fifteen hours in all, during each weeks;

Provided that the foregoing provision may, in exceptional cases for the reasons recorded in writing, be modified by the Vice-Chancellor to the extent he deems fit in each case.

- 3.22 The University Council/Syndicate may appoint a part-time teacher to teach a particular subject or a part thereof whenever considered necessary.
- 3.23 The proportion of part-time teachers shall not exceed at a time, one fourth of the strength of the whole-time teaching staff.

*Part-time  
teachers*



- 3.24 No part-time teacher shall be appointed for a period exceeding one year, but he shall not be ineligible for re-appointment.
- 3.25 A part-time teacher shall be required to work for more than nine hours a week.
- 3.26 The monthly salary of a part-time teacher shall be as fixed by the Vice-Chancellor.
- 3.27 A part-time teacher shall be subject to such other conditions of service, as may be prescribed by the University Council/ Syndicate.
- 3.28 Recognized teachers of the University shall be members of staff of a constituent college of the University which provides teaching in Integrated Honours and post-graduate courses of study approved by the University.

**Recognized  
teachers**

- Provided that no such member of the staff of a college shall be deemed to be a recognized teacher unless he/she is recognized by the Syndicate as Professor, Associate Professor, or in any other capacity as a teacher of the University for teaching in his/her own college relating to Integrated Honours and Post-graduate course.
- 3.29 The qualifications of recognized teacher of the University shall be the same as prescribed for the appointed teachers of the University.
  - 3.30 All applications for the recognition of the teachers of the constituent colleges shall be forwarded by the principals of the respective colleges, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
  - 3.31 No person shall be recognized by the Syndicate as a teacher of the University except on the recommendation of the selection committee constituted by the Syndicate for the purpose.
  - 3.32 The meetings of the selection committee shall be convened by the Vice-Chancellor as and when necessary.
  - 3.33 The Syndicate shall have a selection committee to recommend recognition of the teachers of constituent



colleges for purposes of integrated honours and Post-graduate teaching.

3.34 The Syndicate shall nominate not less than three members on the committee and nominated members shall hold office for a period of 3 calendar years from the respective dates of their nomination as such.

3.35 The Syndicate may on a reference from the Vice-Chancellor, withdraw recognition from a teacher;

Provided that the teacher or the college concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the University Council whose decision shall be final.

3.36 The University Council may, on the recommendation of the Syndicate, confer the title of "Professor Emeritus" on any distinguished teacher of the University at, or after his/her relinquishment of the post, in recognition of his/her scholarship and outstanding service to the University: provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period of not less than twenty years. A "Professor Emeritus" shall for all purposes of courtesy and ceremonial occasion be of such status as may be determined by the University Council, but he/she shall not as such be entitled to membership of any University authority or body.

*Professor  
Emeritus*

3.37 Distinguished persons, having special competence in one or other of the fields of study covered by the University, may with the approval of the University Council/Syndicate, be invited by the Vice-Chancellor to function as Visiting Professors or Assistant Professor, as the case may be, in the University. The Visiting Professors or Assistant Professor can be drawn either from within India or abroad.

3.38 The Visiting-Professors or Assistant Professor will, according to arrangements entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University. In no case, however, shall a Visiting Professor

*Visiting  
Professors or  
Assistant*



or Lecturer give less than three lectures or take less than three seminars a year.

- 3.39 Persons invited as Visiting Professors or Assistant Professor may be paid such salary, honorarium, traveling expenses, hospitality, etc as may be decided by the University Council/Syndicate.
- 3.40 To the extent possible, the University shall make arrangements for accommodating such Visiting Professors or Assistant Professor within the Campus so that fruitful contacts could be established between them and the teachers and students of the University.
- 3.41 Subject to the above, the University Council/ Syndicate shall prescribe such other terms and conditions as may be required in the case of any Visiting Professor or Lecturer, including the duration of the appointment.

#### **Regulations**

1. These Rules shall apply to all teachers employed by the University of Kashmir in its departments, Provided that the appointments, qualifications, service tenure, determination of service and suspension shall be governed by the Kashmir and Jammu Universities Act 1969.

*Application*

These Rules be called the Kashmir University Teaching Staff Service Rules.

2. The teachers shall be classified as follows: -
- i. **Permanent Teacher:** - means a teacher who is appointed by an order in writing duly signed and who is in the exclusive employment of the University and who will be on permanent basis and who has been confirmed by an order in writing.
  - ii. **Probationary Teacher:** - means a teacher who is appointed on a clear vacancy, on probation upto 2 years and who is in the exclusive employment of the University.
  - iii. **Temporary Teacher:** - means a teacher who has not been confirmed against a permanent post.
  - iv. **Part-time Teacher:** - means a teacher appointed by the Vice Chancellor in any Department on the

*Classification*



recommendation of the Head of the Department and the next senior most teacher of the Department and who will be governed by the conditions mentioned in the agreement of the service.

**APPOINTMENTS, SERVICE, SENIORITY AND PROMOTIONS**

3. All appointments to permanent posts of teacher in the University shall be made by the University Council/Syndicate, on the recommendations of a Selection Committee in accordance with the provisions of the Act after such posts have been duly advertised and the candidates have been interviewed by the Selection Committee. Every teacher thus selected shall be placed on probation for a period of one year. On the expiry of this period he shall be confirmed on his/her post. However, the Vice-Chancellor may, for sufficient reasons, extend the probationary period by a further period of one year. If the work of the teacher is not found satisfactory during the probationary period his services may be terminated with a notice of two months. The teacher shall be deemed to be confirmed if no decision is taken by the University Council/Syndicate within the prescribed period of two years.

*Appointments*

Provided that if a teacher in the permanent service of the University is appointed on probation to a higher post in the same Department, he shall not lose his lien on his substantive post nor shall he be deprived of leave and Provident Fund benefits to which he was entitled at the time of his appointment to the higher post during the period of his probation.

4. The service of the teacher shall commence from the date on which he reports for duty and he shall be entitled to salary from that date if he reports to duty in the first half of the working day or from the next day if he reports to duty in the second half of the day.

*Service*



5. (a) Every teacher shall rank for seniority in the grade according to the date of his commencement of service. **Seniority**
- (b) In the case of those recruited direct, except those who do not join their duties when vacancies are offered to them, the seniority shall be determined according to the positions attained by and assigned to them in order of merit at the time of competitive examination or on the basis of merit ability and physical fitness etc. in case no such examination is held for the purpose of making selections.
6. All departmental candidates selected for higher posts: - **Promotions**
- (a) Shall be deemed to be promoted to the higher posts.
- (b) Shall be treated as on probation for a period of one year and shall be liable to be reverted for sufficient reasons during the period of his/her probation.
7. Working hours of the teachers shall be as prescribed by the University from time to time. The teachers are expected to be in the department during the working hours, but they may leave the Department with the permission and knowledge of the Head of the Department. **Working Hours**
- (b) The Head of the Department shall be present in the department during the working hours.
8. All the teachers shall be entitled to get weekly and other holidays as decided by the competent authority. **Holidays**
9. The teacher shall be entitled to the vacations as decided by the Statutes and/or Regulations. **Vacations**
10. 11. The scales of the pay for the teaching posts in the University service shall be as specified from time to time by the University but . **Scale of pay**

<sup>1</sup> Vide notification dated October 25, 1997



- (i) When such appointments are made by promotion involving assumption of higher responsibility the pay in the lower scale will be raised notionally by one increment and fixed at next higher stage in the higher scale.

Explanation:

For this purpose a post shall be considered to carry higher responsibility if two of the three elements in the time scale i.e. minimum, rate of increment and maximum are higher than those of the time scale held by the promotee/appointee prior to his/her such promotion/appointment.

- (ii) When he had previously served in the same post or in any other post in the University on the same or identical time-scale of the post and was drawing pay higher than the pay admissible to him under clause (i) he shall draw such higher pay subject to the provisions of clause (iii) of this rule and the period of duty in such post on such pay shall also count for purpose of increment in the higher post.
- (iii) Ordinarily every appointee shall draw pay at the minimum of the time scale of the post to which he is appointed in the University.

Provided that a teacher appointed as Assistant Professor/ Associate Professor/ Professor when he was already functioning as Assistant Professor/Associate Professor/ Professor respectively in another University/ Post-graduate college or Degree College on permanent/temporary basis immediately before such appointment and was drawing pay therein equal to or more than the minimum of the time scale of the post, his initial pay at the time of his appointment in the University shall be regulated as under: -

He will draw initial pay at the stage of time scale which is equal to his substantive pay in respect of the old post, or if there is no such stage, the



stage next below plus personal allowance equal to the difference. In either case he will continue to draw that pay until such time as he would have received an increment in the time scale of the old post or for the scale of the new post in the University whichever is earlier. But if the minimum pay of the time scale of the new post is higher than his substantive pay in respect of the old post he will draw his pay at the stage of such minimum of the pay scale and earn his next increment after expiry of period of 12 calendar months including the one in which such appointment takes place.

On enhancement of the substantive pay as a result of increment or otherwise in the old pay scale, the pay of such persons shall be re-fixed from the date of such enhancement as if he was appointed to the new post on that date where such re-fixation is to his advantage

Provided further that where a person before his new appointment has been holding a post in officiating capacity and was drawing his presumptive pay equal to higher than the minimum of the time scale, his initial pay at the time of his appointment in the University shall also be regulated in the aforesaid manner treating his presumptive pay as substantive pay for purposes of such fixation alone except that the benefit of re-fixation of pay in enhancement in the substantive pay as a result of increment, will not be available to him.

Provided, also that the above benefit shall not be available to a person who is appointed to a lower post in the University. For this purpose a post shall be considered to be a lower post if two elements out of the three in the time scale i.e. minimum, maximum and the rate of increment are lower or one element is equal and the second is lower in the University pay scale.



**Note:**

- a) A person who immediately before his appointment in the University was working on adhoc basis or any other short term vacancy on contract basis shall not be entitled to the above benefit on joining the University;
  - b) Cases of re-fixation of pay of such teachers who at the time of applying for the post in the University have mentioned in the application form that they were willing to accept minimum of pay scale shall not be reopened even if such persons were working in the previous pay scale in a substantive capacity.
- II. A teacher shall begin to draw his salary and allowances attached to his post with effect from the date he has taken charge of his duties and shall cease to draw them as soon as he relinquishes charge of the duties of the post.
  - III. Pay and allowances should be drawn for the day of teacher's death, the hour at which death takes place has no effect on the claim.
  - IV. If a teacher takes charge in the 2<sup>nd</sup> half of a day, he shall for purposes of calculation of pay and allowances be regarded as having taken charge on the subsequent day. Every teacher shall be entitled to allowances, such as Dearness Allowance, House Rent Allowance, Compensatory Allowance and other allowances as sanctioned from time to time.
  - V. A Lecturer appointed on adhoc basis shall not be paid salary for vacation period except when his/her services are required during winter recess.  
Provided, that a properly constituted committee of Deans on the Campus recommended the requirement of services of such Lecturer during winter recess.
11. (I) An increment shall be drawn as a matter of course unless it is withheld. An increment may be

*Increment*



withheld by the appointing authority for specified reasons connected with work or conduct but it must be treated in accordance with Regulations relating to penalties.

- (II) Where an efficiency bar is prescribed in the time-scale, the increment next above that bar shall not be given without the specific sanction of the authority empowered to withhold increment.
- (III) Service shall count for increment as below: -
  - a. duty in a post for which time scale applies.
  - b. periods spent on leave with allowances.
  - c. Leave without allowances, if it is certified that the leave was taken on account of illness or for reasons beyond the control of the teacher or for prosecuting higher scientific or technical studies.
- 12. No lien of a teacher seeking appointment elsewhere, who has put in service for less than three years in the University, will be retained. In case of permanent teachers having put in service for more than three years, lien will be retained for a period of one year extendable upto two years if the period of probation in the new appointment of the teacher was for two years. Relaxation in very special cases may be made by the University Council for teachers going on deputation to the State or Central Government or National Organizations on major assignments.
- 1. The teacher shall maintain integrity, devotion to duty, high educational standard and keen academic atmosphere in the University.
  - I. In addition to his regular duties, the services of the teacher shall be availed by the University as and when required, keeping in view his status.

*Lien*

*Conduct*



- II. Teachers are expected to spend the remaining time of their working hours apart from their teaching periods in useful work such as research and improvement of educational standard. The competent authority will provide the necessary facilities.
- III. Every teacher shall conform to and abide by the rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may, for the time being be placed.

Provided such orders and directions are of an academic nature.
- IV. All teachers shall during the period of their service engage themselves honestly and efficiently under the directions of the competent authority/ head of the department and shall not either directly or indirectly, carry on any trade or business.
- V. In addition to the teaching work teachers may be required to participate in any work for co-curricular and corporate activities of the University including social and educational functions. No teacher shall join or continue to be member of any association, the objects or activities of which are prejudicial to public order, decency and morality.
- VI. There will be no annual confidential report about the work of a teacher but all teachers shall be required to submit a self-assessment report every year when the University academic session ends. The report will be submitted to the Vice Chancellor through the Head of the Department and it will, survey the contribution the teacher has made to teaching/research other academic or



administrative work in the University during the preceding year.

2. The following penalties may for good and sufficient reason, be imposed upon teachers: - *Penalties*

- a. Censure;
- b. Fine not exceeding one month's pay;
- c. Withholding of increments and/or promotion;
- d. Reduction to a lower post and/or a lower time scale and/or to a lower stage in time scale;
- e. Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- f. Termination of service which does not disqualify from future employment.

3. (I) The services of temporary teachers may be terminated by the Vice-Chancellor at any time without showing any reason, after giving one calendar month's salary including allowances, if any in lieu of notice. The notice should not, however, be given during vacations or so as to cover any part of the vacation. *Procedure*

- (II) The University Council shall be competent to terminate the services of a teacher on grounds mentioned in clause (VI) below after following the procedure mentioned in clause (V) of this rule.

Provided that the University Council shall be entitled to determine the employment of the teacher after giving three months notice in writing or payment of three months' salary including allowances, if any, in lieu of such notice.

- (III) The termination of teacher's employment shall require a two third majority of the members of University Council present and voting.
- (IV) The Vice-Chancellor may suspend a teacher or any ground specified under rule (VI)
- (V) Before imposing any of the penalties enumerated above, the teacher shall be given an adequate opportunity to explain his position. In such cases, except in the case of censure, a departmental



enquiry shall be made. The enquiry committee shall consist of the Registrar, Dean of the Faculty, and Head of the Department other than the concerned and one nominee of KUTA. The enquiry shall be completed within a period of three months.

**Explanation:**

Stopping a teacher at an Efficiency Bar in the time scale of his pay on the ground, of his unfitness to cross the bar does not amount to with-holding of increment or promotion within the meaning of this rule.

- (VI) The services of permanent teacher can be terminated on the following grounds:
- a. Willful and persistent neglect of duty;
  - b. Misconduct;
  - c. Conviction by a court for an offence involving moral turpitude;
  - d. Physical or mental unfitness.
4. (I) During the period of suspension, for the period of 1<sup>st</sup> six months the teacher will be entitled to subsistence allowance of an amount equal to half the basic pay on the day of suspension and the allowances as admissible on that day. Beyond six months the subsistence allowance can be increased or decreased upto 50% of the originally sanctioned subsistence allowance depending on as to whom the delay in the disposal of the case is attributed.
- (II) If as a result of enquiry the teacher is not found guilty of any act mentioned in clause (vi) he shall be reinstated and entitled to his normal full salary and allowances for the period of his suspension subject to adjustment of the subsistence allowance paid to him during the period of suspension. If, however, the teacher is found guilty partially but is retained in service the period of suspension and his pay and allowances

*Subsistence  
allowance  
during  
suspension*



may be decided by the competent authority in each and every case.

5. (I) Subject to the clause (ii) of this rule a permanent/temporary teacher may, by notice of three months/ one month in writing addressed to his appointing authority resign from the service of the University, except as otherwise provided in case of teachers who have executed some bond of service.

**Relinquishment**

- (II) Teachers, except temporary and part-time, can not apply in any other University for seeking employment during first year of their employment in this University. If a teacher leaves the job after one year's service in this university he will have to give three months notice to the Vice-Chancellor for resigning the job or pay three months salary in lieu thereof. Acceptance of resignation will be, however, subject to the approval of the Vice-Chancellor taking into consideration the needs of the University at the particular time, provided that the Vice-Chancellor may dispense with the three months notice by the teacher in case of hardship and on humanitarian grounds.

6. A teacher may be paid cash equivalent of leave salary in respect of period of earned leave at his credit at the time of retirement subject to the following conditions: -

**Retirement**

- (I) The payment of cash equivalent to the leave salary shall be limited to a maximum of 120 days of earned leave;
- (II) The cash equivalent to leave salary thus admissible will become payable on retirement and will be paid in one lump sum as a onetime settlement;
- (III) Cash payment will be equal to leave salary admissible for earned leave and Dearness Allowance admissible on the leave salary at the rates in vogue on the date of retirement. No other allowance will be admissible as part of leave salary.



- (IV) The authority competent to grant leave shall suo-moto issue order granting cash equivalent to earned leave at credit on the date of retirement. The legal heirs of a deceased shall be granted accumulated leave salary etc.

7.

1. Right to leave:

a. Leave cannot be claimed as a matter of right when the exigencies of the University services so demand, leave of any description may be refused or revoked by the competent authority empowered to sanction leave.

b. Application for leave.

i. Leave shall always be applied for sanction before it is taken except in cases of emergency and for satisfactory reasons.

ii. Ordinarily an application for leave (other than casual) shall be made in the prescribed form.

iii. Unless otherwise specified in these rules and except in the case of casual or leave on medical grounds all applications for leave should be made seven days before the date from which the leave is applied for.

2. Commencement and termination of leave

i. Leave ordinarily begins on the day on which transfer of charges is affected and ends on the day preceding that on which charge is resumed. Sundays or other recognized holidays may be prefixed or suffixed to leave.

ii. When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or a series of holidays or a vacation, the person who is proceeding on or returning from leave may make over charge at the close of the day before, or return to duty on the day following, such holidays or series of holidays or the vacations, provided

**General Conditions**

*Leave*



such earlier departure or delay in return does not involve the University any extra expenditure. When leave is prefixed or suffixed to such holidays or vacation the consequential arrangement shall begin or end as the case may be, from the date when the leave begins or expires.

3. Conversion of one kind of leave into another kind;
  - i. At the request of a teacher the University may convert any kind of leave respectively into a leave of different kind which may be admissible to him at the time the leave was originally taken but he/she cannot claim such conversion as a matter of right.
  - ii. If one kind of leave is converted into another, the amount of leave salary and the allowance admissible shall be re-calculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.
4. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave but this shall not confer on the teacher any right to claim conversion of any leave already taken as a temporary employee into any other kind of leave to which he may become entitled to retrospectively by virtue of such permanent appointment.
5. Leave to person appointed on Probation;

A person appointed on probation will during the period of probation be treated for purposes of leave, as a temporary teacher. However, if a person in the permanent service of the University is appointed on probation to a higher post in the same department, he shall not during the probation, be deprived of the benefit of leave rules applicable in his permanent post.



6. The teacher appointed on contract basis will be granted leave in accordance with the terms of the contract entered into.
7. Part-time teachers of the University shall not be entitled to any leave except casual leave of ten days in a calendar year. Casual leave will be granted prorata i.e. in proportion of the length of service subject to the maximum of ten days in a year.
8. A leave account will be maintained for each teacher.
9. Rejoining of duty before the expiry of leave:  
Except with the permission of the authority granting leave no person on leave may return to duty before the expiry of the leave.
10. Leave on medical grounds to be supported by Medical Certificate:  
An employee who applies for leave on medical grounds shall support his application with a medical certificate from a University/ Government doctor not below the rank of Chief Medical Officer.
11. Rejoining duty on return from leave:
  - (a) A teacher returning to duty on the expiry of leave shall report to the Head of his Department who shall forward the report to the Registrar. In case of Head of the Department himself; the report shall be sent direct to the Registrar.
  - (b) No University teacher who has been granted leave on Medical Certificate will be allowed to return to duty without his first producing a fitness certificate from a Government Doctor (not below the rank of Chief Medical Officer)
12. Employment during leave:  
A University teacher on leave shall not take any service or accept any employment including the setting up of private professional practice as accountant, consultant or legal or medical practitioner without obtaining prior sanction of the Vice-Chancellor. In no case shall a teacher be



allowed to draw emoluments from more than one source.

13. Overstay of leave:

- i. If a teacher fails to return to his duty on the expiry of leave without having previously obtained further leave, the Head of the Department concerned shall, after waiting for three days, inform the Registrar and shall communicate with the person concerned asking for an explanation which shall be reported to the competent authority. Unless the competent authority considers the explanation as being satisfactory, the employee concerned shall be deemed to have vacated his post without notice from the date of absence without leave.
- ii. A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall, if he is permitted to rejoin duty, be entitled to no leave allowance or salary for the period of such absence and such period will be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave.

14. No leave shall be granted beyond the date on which a person is due or permitted to retire provided that a teacher who is re-employed in the interest of the University beyond the date of his retirement may be granted leave/ cash equivalent to leave salary, as under:-

- a) During the period of re-employment any leave due during this period and to the extent the leave was due to him on the date of his retirement.
- b) Cash equivalent to earned leave salary due to him on the date of his retirement subject to a maximum of 120 days.

Note 1. If any teacher resigns he shall not be granted either prior or subsequent to his resignation any leave due to his credit provided the University



may, in any case grant terminal leave to the teacher prior to his resignation which may extend beyond the date on which the resignation becomes effective if in the opinion of the University the circumstances justify such grant of leave.

Note 2. In cases where the leave granted to a teacher extends beyond the date of his compulsory retirement, it will not be treated as extension of service.

Note 3. A teacher who has been granted extension of service will be deemed to be in continuous service of the University.

20. The following kinds of leave shall be admissible:

1. Casual leave
2. Special Casual leave
3. Earned leave
4. Half pay leave
5. Commuted leave
6. Extra-ordinary leave
7. Leave not due
8. Maternity leave
9. Duty Leave
10. Study leave
11. Sabbatical leave
12. Child care leave
13. Paternity leave
14. Adoption leave

*\*Kinds of leave  
admissible*

The University Council may in exceptional cases, grant for special reasons to be recorded any other kind of leave

\*University Council resolution dated 04-10-2010



subject to such terms and conditions as it may deem fit to impose.

21. Authority Competent to sanction leave

- 2) Casual leave may be sanctioned by the Heads of the Departments except in their own case where it shall be granted by the Dean.
- 3) Special casual leave to teachers may be granted by the Dean concerned but to Heads of the Departments by the Vice-Chancellor.
- 4) The following shall be the authorities for the grant of leave other than casual or special casual leave.

*Authority Competent to sanction Leave*

<b>Kinds of leave</b>	<b>Authority</b>
Maternity Leave	Vice-Chancellor in all cases
Earned Leave	
Duty Leave	
Leave not due	
Study leave	

Except as otherwise provided in these regulations, any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

- 22. (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

*Casual Leave*

- 23. (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

*Special Casual Leave*



- (a) To conduct examination of a University /Public Service Commission/board of examination or other similar bodies /institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
  - (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
  - (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
    - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
    - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
  - (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;
24. (i) Earned leave admissible to a teacher shall be:
- (a) 1/30th of actual service including vacation;
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

*Earned Leave*

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.



- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days.

The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
  2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
  3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.
25. Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

*Half-pay Leave*

*Explanation:*

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including



extraordinary leave.

26. Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:
- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
  - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
  - (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

*Commuted leave*

- 27.(i) A permanent teacher may be granted extraordinary leave when:
- (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
- (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due

*Extraordinary Leave*



- to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
- (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
28. (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

*Leave Not Due*



(ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

29. (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

**Maternity Leave**

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.



30. i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
- (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
  - (e) For performing any other duty for the university.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- vi. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a

*Duty Leave*



teacher is invited to share expertise with academic bodies, government or NGO.

- 31.(i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

*Study Leave*

- (ii) Subject to the terms contained in this Clause (study leave), in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.



*Provided* that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
  - (b) there is no break in service; and
  - (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.



- (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years,



study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.  
*Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.



(xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause.

(xiv) above.

(xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

32.(i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

*Sabbatical Leave*

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.



- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension /contributory provident fund,



*provided* that the teacher rejoins the university on the expiry of his/her leave.

33. Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time/guest substitute teacher with intimation to the UGC.

*Child Care Leave*

34. Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

*Paternity Leave*

35. Adoption leave may be provided as per the rules of the Central Government.

*Adoption Leave*

**Teacher's Welfare fund**

36. A teachers' welfare fund (hereafter called 'Fund') shall be created in the University:

*Creation of fund*

1. <sup>2</sup>A deduction of 5% shall be made from the remuneration payable by the University to paper setters, Examiners, Tabulators, Checkers and Collators every year.
2. Remunerations payable as above, in excess of Rs. 1000/- to an individual in a year and lapsed to the University shall be credited to the Fund.

<sup>2</sup> Amended vide notification dated October 09, 2000



3. Remunerations surrendered by the Paper-setters and Examiners in favour of the University shall also be added to the Fund.
4. Donations from other sources may be accepted towards the Fund.

37. The Fund shall be used for: -

- i. <sup>3</sup>Providing financial relief to the dependents of a teacher (including a retired teacher) deceased, leaving behind dependents in need of pecuniary help. Such a relief may be sanctioned gratis by the disbursing Committee after making such enquiries as it deems fit.
- ii. Providing loan assistance to a teacher in event of accident or serious illness to himself, his wife, children or his dependent parents.
- iii. Providing loans to a teacher for (i) purchasing a conveyance (ii) building his own house (iii) purchasing books and equipment for his/her study (iv) meeting his expenses of the education of children.
- iv. Providing loan to a teacher for self marriage or marriage of his/her sons, daughters and relatives directly dependent upon him/her.
- v. For building residential house in the campus for use of teachers on rental basis under rules of the University.

*Purpose of the Fund*

Note The quantum of relief, assistance and loan shall be determined by the Disbursing Committee.

<sup>3</sup> Notification dated January 19, 1998



38. 1. Loans sanctioned under Rule 44 (ii) and (iii) above shall be charged an interest of 3% less than Bank Rate on the amount outstanding.

*Conditions of Loan*

Provided that in case of distress Loan-assistance sanctioned under Rule 44 (2), the condition of rate of interest may be waived at the discretion of the Disbursing Committee.

2. In case of loans under Rule 44 (ii) and (iii) above the Loanee shall have to execute a Bond with two sureties which shall be countersigned by the Head of the Department where the loanee has been serving at the time of disbursement of the loan in token of his agreeing to deduct the installments from the salary of the loanee and sending the same to the University.

39. All Loan moneys shall be repaid by the loanee to the University in 30 equal installments, the first installment commencing after 3 months from the date of disbursement of the loan.

*Repayment of Loans*

Provided that the repayment of loan granted under Rule 44 (iii) (iv) shall commence 3 months after resumption of duties from studies abroad.

40. The fund shall be administered by a Disbursing Committee consisting of:-

*Administration of Fund*

1. The Vice Chancellor .....Chairman
2. One member of the Syndicate to be nominated by the Syndicate
3. Two Senior teachers to be nominated by the Vice Chancellor
4. Two teachers nominated by KUTA



5. <sup>4</sup>One teacher nominated by the College Teachers Association;
6. Registrar

The Registrar shall be the Secretary of the Committee and shall keep accounts of the fund.

Note: Members under (ii) and (iii) and (iv) above shall hold office for a term of two years.

**Miscellaneous**

<sup>5</sup>The non-state subject teachers shall be eligible to draw the H.B.A with the condition that any dispute arising out of it will be adjudicated at Srinagar only.

Provided that in case of default, the outstanding on account of H.B.A. alongwith interest cannot legally be deducted from the G.P Fund, whereas such deduction was possible from Gratuity and such other benefits/entitlements.

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<sup>4</sup> University Council resolution dated 28-01-2000

<sup>5</sup> University Council resolution dated 10-02-1999



**6PROCEDURE FOR PLACEMENT OF ASSISTANT  
PROFESSOR IN THE SENIOR SCALE/ SELECTION GRADE  
AND ASSOCIATE PROFESSOR (PROMOTION) AND  
PROFESSOR (PROMOTION) UNDER CAREER  
ADVANCEMENT SCHEME**

**I. Placement of Assistant Professor in the Senior Scale  
of Rs. 10,000 - 15,200**

That every Lecturer in regular service will be eligible for placement in the Senior Scale of Rs. 10,000-15,200 through a process of Selection by the local Selection Committee<sup>2</sup>, if he/she has: -

- i) 4 years teaching experience with Ph.D;  
OR  
5 years teaching experience with M.Phil;  
OR  
6 years teaching experience without M.Phil or Ph.D

Note:

Teaching experience of college service only shall be considered provided the incumbent was in the UGC pay scale of Lecturer and possessed the qualifications as prescribed by the UGC for appointment as Lecturer.

- ii) put in at least two years regular continuous service with Ph.D and 3 years regular continuous service without Ph.D in the University of Kashmir;
- iii) consistently satisfactory performance appraisal reports;
- iv) participated in one orientation course and one refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Those with Ph.D degree would be exempted from one

<sup>6</sup> Notification dated September 1<sup>st</sup>, 2005

<sup>7</sup> University Council resolution dated 18-10-2006



refresher course. However, where the requirement of orientation/ refresher course has remained incomplete, the promotion would not be held up but these must be completed by the end of June 2007.

**II. Placement of Assistant Professor in the Selection Grade of Rs. 12,000 – 18,300**

That every Lecturer in the Senior Scale without Ph.D degree shall be eligible for placement in the Selection Grade of Rs. 12000 – 18300 through a process of selection by the same Selection Committee as for direct recruitment, if he/ she has:-

- i) 5 years teaching experience in the Senior Scale;
- ii) not acquired Ph.D degree but has proven record of outstanding teaching and contributed to the University Corporate life.
- iii) Possessed consistently good performance appraisal reports;
- iv) Participated in two refresher courses/ summer institutes as Senior Lecturer of at least 3–4 weeks duration. However, where the requirement of refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the end of June, 2007.

**Note:**

Previous service, without any break as a Lecturer or equivalent, in a University, College, National Laboratory, or other scientific organizations e.g. CSIR, ICAR, DRDO UGC, ICHAR and as a UGC Research Scientist, should be counted for placement of Lecturer in senior scale selection grade provided that:

- a) The post was in an equivalent grade/ scale of pay as the post of a Lecturer;
- b) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the Post of Lecturer;



- c) The post was filled in accordance with the prescribed selection procedure as laid down by University/ State Govt./ Central Govt./ Institution's regulations;
- d) The appointment was not temporary/ adhoc or in a leave vacancy;  
The incumbent was appointed on the recommendation of duly constituted selection committee.

**III. Promotion to the post of Associate Professor**

- i) That a Lecturer in the Senior Scale will be eligible for promotion to the post of Associate Professor in the scale of Rs. 12000 – 18300, if he/she has:
  - a) Completed 5 years of service in the Senior Scale;
  - b) Acquired Ph.D degree or has an equivalent published work;
  - c) Made some mark in the area of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities;
  - d) After placement in the senior scale, participated in two refresher courses/ summer institutes of at least 3-4 weeks duration

OR

Engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Wherever the requirement of refresher courses/ summer institutes has remained incomplete, the promotion would



not be held up but these must be completed by the end of June, 2007;

- e) possessed consistently good performance appraisal reports;
- ii) Promotion to the post of Associate Professor will be through a process of selection by a Selection Committee to be constituted in terms of the provisions of the Kashmir and Jammu Universities Act, 1969 (amended).
- iii) The teacher, who is not found suitable for promotion to the post of Associate Professor, may if the Selection Committee so recommends, be placed in the selection grade. Such a teacher will be eligible to apply afresh for promotion to the post of Associate Professor one year after the date of his/her rejection as such.

**Note**

1. The teachers who become eligible for placement in the senior scale/selection grade and Associate Professor/Professor (Promotion) in an academic year, should submit their applications complete in all respects by the end of March/September every year.
2. For placement/selection for selection grade Associate Professor, the Selection Committee should be constituted as per existing procedure provided in the Kashmir & Jammu Universities Act, 1969 (amended).
3. The candidates rejected for placement either in senior or selection grade/Associate Professor will have option to apply afresh after a gap of one year from the date of rejection.



4. A lecturer placed in the selection grade and after acquiring Ph.D degree may offer himself/ herself afresh for assessment for promotion as Associate Professor if he/she fulfills other eligibility conditions.
5. That a Associate Professor once appointed under direct recruitment will not be eligible for consideration under CAS.
6. That the teacher shall submit four sets of three publications and five copies of bio-data for evaluation assessment before the interview.
7. <sup>8</sup>The condition of having put in five years of service in the senior scale for placement in the Selection Grade/Associate Professor may be relaxed by two years in respect of those teachers who have put in total number of required years of service for such promotions.

#### IV. Promotion to the post of Professor

Promotions will be made from the post of Associate Professor to that of Professor through a process of selection by Selection Committee constituted under the provisions of Kashmir & Jammu Universities Act, 1969 (amended), if he/ she has: -

- i) obtained Ph.D degree;
- ii) completed 8 years of service as Associate Professor of which four years must have been put in this University as Associate Professor; and  
Present himself/ herself before the Selection Committee with the following documents:

<sup>8</sup> Notification dated January 19, 2006



- a) Five copies of the Self appraisal reports of the last five years with the details of Research contribution/ books/ articles published;
- b) Any other academic contribution.
- iii) Attended seminars/ conferences;
- iv) Contributions to teaching/ academic environment / institutional corporate life;
- v) Extension and field outreach activities;
- vi) Attended two seminars/ conferences in their subject areas and presented papers, as one aspect of their promotion/ selection to higher level

OR

attended refresher courses to be offered by Academic Staff Colleges for this level.

For Professor or equivalent post: - The composition of the Selection Committee shall be the same as that for the post of a Associate Professor under sub-clause (B);

Provided that the Head of the Department is not lower in status than that of a Professor;

The best five written contributions of the teacher (as defined by him/ her) of which <sup>9</sup>[one may be a book] are to be sent in advance to the experts for evaluation. The candidate should submit these in four sets with the application Form (given in annexure).

The assessment of the research publications, including books be done by three eminent experts

<sup>9</sup> The word 'one should be a book' substituted by "one may be a book" vide Act No: V of 2002 dated 21-4-2002 notified in the Govt. gazette on 23<sup>rd</sup> April 2002.



in the subject which shall be different than those called for interview to be conducted later on<sup>10</sup>.

The recommendations from the three experts should be positive. In case the recommendations of one out of the three is negative the research publications be sent to the fourth expert for evaluation and assessment in all there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation.

There shall be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended.

**No candidate shall be called for the interview for promotion under CAS unless three positive recommendations have been received from the experts on their research publication/ books.<sup>2</sup>**

- V. That the post of** the incumbent promoted as Associate Professor or as Professor under the Career Advancement Scheme, as the case may be, shall be upgraded. The upgraded post shall be personal to the incumbent and shall automatically stand reduced to that of a Lecturer or Associate Professor, as and when he vacates the post.
- VI. That repeat process** of promotion/ interview for the rejected candidates can be conducted only after a minimum period of one year from the date of rejection interview:
- VII. That the promotion** from Associate Professor to Professor under CAS being a personal position and not

<sup>10</sup> UGC (CAS) modifications No. F.3/2000(PS) dated 21-02-2002



against a sanctioned post, the teaching work load of the Associate Professor be carried forward with him/ her and be undertaken by the promotee even in the capacity of the CAS Professor.

- VIII.** That the Professor already appointed under direct recruitment will not be eligible under CAS;
- IX.** That the research publication to be assessed by the experts for promotion of Associate Professors to Professors shall pertain to the period between his/ her appointment as Associate Professor and the date he/she becomes eligible for promotion as Professor. If on the date of eligibility the candidate did not have required number of publications, his/ her date of eligibility be shifted to the date he/she becomes eligible after fulfilling all requirements.



**ANNEXURE**

**APPLICATION FOR PLACEMENT OF TEACHERS IN SENIOR SCALE/ SELECTION GRADE LECTURER OR FOR PROMOTION AS ASSOCIATE PROFESSOR/ PROFESSOR UNDER CAREER ADVANCEMENT SCHEME**

Application for \_\_\_\_\_

1. Name: \_\_\_\_\_
2. Department/ Centre/ Institute: \_\_\_\_\_
3. Date of 1<sup>st</sup> appointment in the University/ College \_\_\_\_\_

Name of the University/ College	Designation	Nature of appointment. Whether adhoc/ temporary/ permanent	Period (From)	(To)

4. Information about Present Position held: -
  - i. Date of joining \_\_\_\_\_
  - ii. Scale of pay \_\_\_\_\_
  - iii. Department/ Centre/Institute \_\_\_\_\_
  - iv. Nature of appointment \_\_\_\_\_
  - v. Date of confirmation \_\_\_\_\_

5. Academic record:

Examination (matric onwards)	Year of passing	Division with %age of marks	University Board	Subjects

6. Details of Refresher Courses/ Seminars/ Summer Institutes/ Workshops/ Conferences attended at National and International level which should be supported by certificates:

Name of the University/ Institute where attended	Title of Refresher course/ Programme/ Seminar/ Conference	Duration



7. Details of publication submitted for evaluation:

Title of Books/ Articles/ Papers	Name of Author (with co-author) if any	Date and year of publication	Volume	Name of the Publisher/ Journal with address in which published

8. Contribution to: -

a) **Teaching**

\_\_\_\_\_

b) **Academic Environment**

\_\_\_\_\_

c) **Corporate life**

\_\_\_\_\_

9. **NOTE:** The applicants for promotion of Professors/ Associate Professors shall be required to attach with his/ her application form the following documents: -

1. Five copies of self appraisal reports of the last five years for promotion as Professor;
2. For promotion as Professor the applicant should submit four sets of five best publications out of which two could be books which should pertain to the period between his/ her appointment as Associate Professor alongwith nine copies of bio-data and for promotion as Associate Professor, candidate may submit four sets of three best publications for assessment by the experts with Nine copies of bio-data.

Dated: \_\_\_\_\_

**Signature of the Applicant**

**Remarks/ recommendations of the Head/ Director of the Department/ Centre:**



## CHAPTER - IV

### AFFILIATION AND RECOGNITION OF COLLEGES AND OTHER INSTITUTIONS

- 4 Colleges shall be of two types namely: -
- i. Constituent; and
  - ii. Affiliated
- 4.1 Subject to the provisions of Section 49 of the Act, a college or institution applying for admission to the privileges of the University in any faculty shall be required to satisfy the following conditions: -
- i) that it guarantees a satisfactory standard of educational efficiency for which recognition or affiliation is sought, and that it is established on permanent basis;
  - ii) that it is situated within the territorial jurisdiction of the University;
  - iii) that it is not carrying education for private gain or profit;
  - iv) that its financial resources are such as to make provision for its continued maintenance;
  - v) that it satisfies a demand for higher education in a particular locality;
  - vi) that the college/institution not maintained by the Government, shall adopt the scales of pay prescribed for Government colleges and

*Statutes*

*General conditions for affiliation & recognition*



- institutions or those prescribed by the University from time to time;
- vii) That the playground is suitable and sufficient;
  - viii) that the furniture and equipment is adequate;
  - ix) that facilities for the residence of students are satisfactory and adequate;
  - x) that due provision is available for the health and recreation of students;
  - xi) that it is prepared to furnish such reports, returns and other information as provided by the Statutes or as the University/State Government may require from time to time;
  - xii) that provision has been made for a suitable library;
  - xiii) when affiliation is sought in any branch of experimental sciences, that arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory or museum;
  - xiv) that the institution has a suitable building of its own for accommodation of various classes/offices for meeting all its requirements;
  - xv) that the institution shall place at the disposal of the University accommodation, furniture, etc for the conduct of various examinations and other activities free of cost;
  - xvi) That the college/institution, not maintained by the Government, has a separate endowment fund, as may be prescribed from time to time that cannot be alienated so long as the college/institution continues to exist;
  - xvii) that the college/ institution, not maintained by the Government, is suitably organized, is under proper management and the constitution of the Managing Committee provides for:-
    - a. The Principal of the College to be an ex-officio member secretary of the Managing Committee of the College;



- b. The representation of the teachers on the Managing Committee, one teacher, being Head of the Department to be chosen on the Managing Committee in order of seniority in the College by rotation for two calendar years; and
- c. The representation of the University on the Managing Committee, one member of the Syndicate nominated by the Vice-Chancellor for two calendar years.
- 4.2 The minimum expenditure on books and periodicals in libraries in the Constituent Affiliated Colleges/Oriental Institutions shall be such as may be prescribed by the University from time to time. *Library*
- 4.3 Separate laboratory equipped with sufficient and suitable material and apparatus shall be provided for each Science subject. *Laboratory*
- 4.4 There shall be a teacher to act as Head of Department for each subject for which recognition is sought. There shall not be a common Head for two or more subjects, such as History and Political Science, Sanskrit and Hindi, Persian and Urdu, Botany and Zoology. *Teaching Staff*
- i) The work load of teachers shall be such as may be prescribed by the University from time to time.
- ii) The length of a period may be 45 minutes, except for Engineering classes in which Lecturers and Professors taking theory classes shall devote some time to the practical classes, one practical shall be reckoned as equivalent to four lecture periods.
- 4.5 The maximum number of students in a class or section shall not, except with the previous permission of the Vice-Chancellor, exceed 80, subject to the availability of adequate accommodation. *Number of students in a class*
- 4.6 Each Constituent, Affiliated College or any other Recognized institution shall observe the Statutes and Regulations prescribed by the University from time to time for admission of students. *Admission of students*



- 4.7 Each Constituent/Affiliated Colleges or Recognized Institution shall send to the Registrar by 1<sup>st</sup> August every year, a statement showing the full particulars of the members of the teaching staff available in the various courses of study in respect of which it has been admitted to the privileges of the University.

***Periodical  
Staff  
Statements***

All changes in the staff of the college or institution shall be communicated to the Registrar within a month, alongwith details of arrangements made and qualifications of the persons.

- 4.8 Each Constituent, Affiliated College or Recognized Institution shall maintain the following records: -

***Maintenance  
of Record***

- i. Admission and withdrawals:  
Date of admission of every student, date of birth, parentage, name of course to which admitted, attendance at college/institution, the results of examinations passed by him/her, other particulars concerning his/her academic career and date of withdrawal.
- ii. Attendance Statement of students in lectures, practicals etc.
- iii. Fees and other charges.
- iv. Time-Table of working in various classes.
- v. Internal assessment, Endowment Fund, Stock and issue, Accessioning, cataloguing, Issue and Return of books, etc.

This record shall be submitted whenever required by the University Registry, members of the Board of Inspection and Inspection Committee.

- 4.9 No application for the grant of affiliation which does not have the concurrence of the State Government for opening a new College (Government or Non-Government) shall be entertained.

***Procedure for  
grant of  
Affiliation &  
Recognition to  
new Colleges/  
Institutions***

- 1) Application for grant of affiliation shall be made in the case of a Government College/ Institution by the concerned administrative Secretary to the Government of Jammu and Kashmir and in the case



of non-Government Colleges/ Institutions by the Chairman or any other authority appointed for the purpose by the Managing Committee of the Institution.

- 2) Application for grant of affiliation to new college/institution shall reach the Registrar by October 1<sup>st</sup> of the year preceding the one in which it is proposed to hold admissions and start the class work.
- 3) Application shall be accompanied by the following:-
  - a) A statement containing full information regarding the constitution of the Managing Committee and names of its members, in the case of College/Institution not maintained by the Government.
  - b) A statement regarding teachers employed or proposed to be employed; their qualifications, the subject(s) proposed to be taught by each of them, their salaries, scales of pay and other conditions of service.
  - c) A complete plan of the existing buildings and play grounds, and future plan of the proposed building(s) and play ground(s).
  - d) A statement of : -
    - i) number of students attending the institution or proposed to be admitted to the institution;
    - ii) arrangements already made or proposed to be made for the residence of such students, as may not reside with their parents/guardians, in the College Hostel or lodgings approved by the College and the arrangements made or proposed to be made for their supervision;
    - iii) amenities for physical welfare of students including arrangements for games, physical training, play grounds and medical assistance;



- iv) facilities made available or proposed to be made available for girl students, in case the institution provides or proposes to provide co-education;
  - v) number and nature of books available in the Library and annual budget provision made or proposed to be made for enrichment of the library;
  - vi) equipment available or proposed to be made available for teaching science subjects in which affiliation is sought and annual budget provision made for its maintenance;
  - vii) financial resources of the institution, including a statement of the estimated annual income and expenditure; and
  - viii) rates of fees, if any, proposed to be levied and the number of students exempted or proposed to be exempted wholly or in part from payment of such fees.
- 4) Application/s form received on or before the due date shall be placed by the Registrar before the Syndicate and if the Application Form is found in order, the Syndicate shall refer it to the Board of Inspection. The Board of Inspection shall appoint a Committee for inspecting the institution. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection for final orders.
- 5) Application form for Affiliation or Recognition may be withdrawn at any time before Affiliation /Recognition is granted.
- 6) Affiliation/Recognition shall, in no case, be granted with retrospective effect.
- 7) An Institution applying for affiliation to the University shall remit Rs. 2,000/- as non-refundable application fee, payable at the time of issue of the Application Form and inspection fee (non refundable) as may be prescribed from time to time, when asked for.



- 8) No College or Institution shall conduct classes for any subject unless it has obtained specific recognition from the University, for such subject.
  - 9) In case the College/Institution, to which affiliation had been granted, does not provide instruction in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.
- 4.10 Each institution applying for recognition in new subject(s) shall remit non-refundable application fee as may be prescribed from time to time at the time of issue of application form. Thereafter, the institution shall remit inspection fee as may be prescribed from time to time before the inspection of the College is conducted. The Application Form, duly filled, along-with the requisite documents shall be sent to the Registrar so as to reach him by October 1<sup>st</sup> of the year preceding the one in which the subject(s) is/are proposed to be introduced.
- 1) Each such Application Form shall be placed by the Registrar before the Syndicate. The Syndicate shall refer it to the Board of Inspection which shall refer it to the Committee of inspection for conducting the inspection of the institution. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection for final orders.
  - 2) The Committee of Inspection shall pay special attention to the following points while inspecting the College/ Institution applying for introducing new subject(s) : -
    - i. Demand for the subject:
      - i) in relation to other subjects already taught; and
      - ii) in relation to the existing provision (for teaching that subject) in local institutions.
    - ii. Financial resources of the institution in relation to the proposed development.
    - iii. Existing staff available and additional staff that will be required.

*Recognition  
in New  
Subject(s)*



- iv. Adequacy of class-rooms, laboratory accommodation and equipment in Science subjects.
  - v. Existing resources of the library, additional books, etc. required, and the grants, non-recurring and recurring, that will be required for the purpose.
  - vi. Equipment and apparatus needed (in case of Science subjects).
- 3) The Syndicate may admit any institution to the privileges of the recognition in new subject/s or new course/s on payment of the prescribed fee, and fulfilling of the conditions laid down in the Statutes 4.10 (2) of these statutes.
- 4.11 Application for permission to start Honours class side by side with pass course B.A/ B.Sc/ B. Com classes in an affiliated College should be made so as to reach the Registrar by October 1<sup>st</sup> of the year preceding the one in which the class is proposed to be started along with non-refundable application fee as may be prescribed by the University from time to time.
- Recognition  
of  
Honours  
Classes*
- 1) Each Application Form shall be placed by the Registrar before the Syndicate and the Syndicate shall refer it to the Board of inspection which shall refer it to the Committee of inspection for conducting the inspection of colleges. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection.
  - 2) Not less than six periods a week shall be given for instruction in Honours papers in a particular subject in the final classes of the B.A/B.Sc/B. Com course.
  - 3) Honours teaching should not be entrusted to 3<sup>rd</sup> Division postgraduate, unless they have more than 10 years' teaching experience in a college.
  - 4) In the case of local college, where teaching in a particular subject is intended to be imparted on co-operative basis, the consent of all participating colleges should be available.



- 5) There shall be at least two teachers in the subject for which recognition for Honours classes is sought.
- 4.12 The Board of Inspection while conducting inspection of a new college/institution seeking affiliation/ recognition shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Statutes are satisfied and the inspection report shall cover the following information: -
- i. Foundation and history of the institution. Name of the course, subjects and the number of years it has been teaching the same;
  - ii. The existing and the proposed constitution of the Managing Committee in the case of a College/ Institution not maintained by the Government; whether or not the Head of the institution is represented thereon;
  - iii. Is there sufficient demand for the existence/ opening of the institution in the locality;
  - iv. Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales;
  - v. In the case of Non- Government colleges/ institutions, the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto;
  - vi. In the case of an Institution, not maintained by the Government, Endowment and Reserve Funds and their investment, dependence on State Government grants, if any.  
In case affiliation/recognition is recommended, a statement of expenditure and income (including sources) should be given.
  - vii. Site, building(s) etc.
    - a) Area Available.
    - b. Number and dimensions of halls, class-rooms, library, laboratories, offices, etc..
    - c. Hostels, with number and size of rooms, common-rooms, etc.

*Inspection  
Report*



- d. Play-fields and grounds, gymnasium, etc.
- e. Furniture and fittings in the lecture theatres, laboratories and library.
- f. Scientific equipment.
- g. Library.
- h. Botanical garden
- i. Museum
- j. Herbarium.

**Regulations**

1. i The Board of Inspection shall arrange periodical inspection of each affiliated/ constituent college or other recognized institution once within a period of three years after grant of privileges of affiliation/ recognition or after the inspection last held. For this purpose the Board of Inspection shall appoint Inspectors. No inspection fee shall be charged from the college/ institution for periodical inspection.
- ii The Vice-Chancellor shall fix the date for inspection of a college/institution well in advance, so that intimation is sent to the institution at least two weeks prior the date fixed for inspection.
- iii The very important duty of the Inspectors is to satisfy themselves that the students of the college/ institution live, work and receive instruction under proper conditions and in accordance with the academic standard prescribed by the University.
- iv It shall be the duty of the Inspectors to satisfy themselves that the institutions continue to comply with the conditions on which the privilege of affiliation/ recognition was originally granted. There should be no attempt at interfering with the teaching work of teachers, in their own special subject, but the Inspectors should suggest in the report any improvements in the working of the institution that in their opinion would promote its efficiency.
- v Before proceeding to the institution, the Inspectors should obtain from the Registrar copies of the previous inspection reports of the college/ institution

*Periodical  
Inspection*



- together with any remarks made or action taken upon them by the authorities.
- vi Inspectors shall as soon as possible, upon arrival at an institution make a cursory inspection of the buildings, grounds and the classes (seeing them at work, if possible), the library, laboratories, etc. so that they may form a general impression of conditions. They shall then spend some time in studying the records of the institution and familiarize themselves with the details of its constitution and life. In this part of the inspection they may call for any information that they may require, from Head of the institution, members of the Teaching Staff, or the office.
- vii As soon as inspectors feel that they have sufficiently familiarized themselves with the conditions of the institution as revealed in reports, returns, etc. they shall proceed to a closer inspection with particular reference to the points detailed in these Statutes.
- viii An important part of the inspection would be informal discussions with the Head of the institution and in some cases with individual members of the staff. At such discussions, a good deal can be disposed of which need not necessarily find its way in the report, or need only be briefly touched upon therein. In the case of college institution, not maintained by the Government, it may be desirable to meet members of the Managing Committee of the institution with a view to impressing upon them the need for more urgent requirements of the institution.
- ix Inspectors should preface their report with a brief statement of the procedure and of the time consumed by the inspection. They should then report in detail the steps taken by the institution to comply with the recommendations made in previous reports. The report should be signed by all the inspectors.



2. The report of the Inspectors conducting periodical inspection of a College/ Institution shall cover the following points:-

**i Introduction:**

Date time and method of inspection. Previous inspection reports and the extent to which recommendations contained therein have been complied with.

**ii Staff:**

- a) i) Whether the staff, as mentioned in the preceding annual staff statement returns, is in conformity with the conditions of affiliation and recognition laid down by the University?
- ii) Are any members of the staff teaching subjects for which they are not adequately qualified?
- iii) Whether the existing staff strength is sufficient to cope with the work-load in the institution?
- b) a) Whether the staff is properly paid?
- b) Has the institution, if it is not maintained by the Government, entered into agreements with the staff, in accordance with the provisions of the Statutes?
- c) a) Have any members of the staff outside interests or responsibilities which interfere or are likely to interfere with the proper discharge of their duties?
- b) What do the members of the staff do, in addition to teaching, in connection with hostels, games, N.C.C youth welfare, etc.?
- c) What is the practice of the institution with regard to the staff meetings?



- d) Whether the library and clerical staff is adequate, sufficiently paid and properly qualified?

**iii Finance:**

Under this Head special attention should be paid to the following:

- a) Whether, in the case of college/institution not maintained by the Government, the income can be expected to meet the annual increment of the staff and the extent to which this is dependent upon increase in fee income.
- b) The provision made for maintenance of the Science departments and the library.
- c) Endowments and emergency or reserve funds, in the case of colleges/ institutions not maintained by the Government, how are these invested?
- d) Scholarships and prizes.
- e) Audit of accounts.

**iv Site, building(s), etc.**

A. Building(s):

- a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated.
- b) Convenience of the staff viz. common/ individual rooms, sanitary arrangements, etc.
- c) Equipment,
- d) Library-system of cataloguing and issue. Hours when in use. Expenditure on books of various subjects, departmental libraries. Number of volumes in stock.
- e) Science:  
Arrangements of fittings of –  
Models, Maps, Charts and Apparatus, etc. for practical work and class demonstrations



**v Students:**

- a) Total number of students in the institution;
- b) Whether the number of students in a class or section (Lectures and practicals is within the limits prescribed by the Statutes?
- c) Does any tutorial system exist in the institution, if so, in which subject(s)? Does it need any expansion or improvement?
- d) What is the system of examination and promotions?
- d) What facilities are provided for research work and what research work has been done in the Institution during the last five years?
- f) Facilities and arrangements for social activities, subject societies, athletics, sports, NCC, medical check-up, etc.

**vi Residence of students:**

**A. Hostels;**

- a. Accommodation, size, ventilation and lighting of rooms;
- b. Medical attendance of a qualified Doctor/ Medical Assistant, dispensary, sanitation, etc.
- c. Messing arrangements;
- d. Contact between warden(s) and boarders;
- e. Regulations and discipline;
- f. Social and athletic activities;
- g. Common rooms, provision and control of periodicals, books, etc.

**B. Recognized Lodging;**

Inspectors shall visit and report upon recognized lodging, if any, where students of the institution reside.



**C. Day Students;**

- a. What attempt is being made by the College to supervise the conditions of life of the day students?
- b. Arrangements for athletics, etc. Is there a day Students' Common Room? Where do they spend their leisure period?

**vii General;**

- a) Tone and discipline
- b) Opportunities for encouraging esprit de corps, a daily or weekly assembly, general lectures, common dinner, clubs, etc. for students and staff.

**viii Office Administration;**

- a) Registers, attendances, students' records and reports, stock books, etc.
- b) Method of calculating attendance of students.
- c) System adopted for issue of progress reports to parents/ guardians.
- d) Record of career and conduct for use in issuing certificates.

**ix Miscellaneous;**

**x Summary of the recommendations made by the Inspectors.**

**xi** The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Registrar to the Head of the College/Institution concerned, and also to the concerned Administrative Secretary in the case of Government institution and to the Chairman of the Managing Committee, in the case of Non-Government Colleges, for such comments as they may desire, on the statement of facts contained in the report. The report together with the said comments shall be placed before the Board of Inspection. The recommendations of the Board shall



be submitted to the Syndicate. The decision of the Syndicate shall be sent for information to the Head of the Institution and the Managing Committee of the institution concerned in the case of Non-Government Colleges.

- Xii** The conditions, if any, laid down by the Syndicate on the recommendations of the Board of Inspection, in regard to staff, equipment and furniture, additions and alterations to the building and construction of new building(s) shall be fulfilled within the following time limit prescribed for each: -

Staff .....within six months

Equipment, furniture and Library ... within one year

Additions and alterations .....within two years

New buildings ... within three years and in extreme cases five years with the approval of Board of Inspection.

Improvement of service conditions of staff. ... two years

Provided that the Syndicate may, in exceptional cases, extend the above time limit and in that case the Syndicate, shall specify the time limit by which other conditions, if any, imposed for grant of affiliation or recognition, as the case may be, are to be fulfilled by the institution.

- 4.13 Each Inspector appointed to conduct the inspection of a College or any other educational institution shall be paid remuneration at the prescribed rate, besides, conveyance charges to the extent of the amount incurred by the Inspector as having been actually spent by him/her for the purpose on a particular day shall be paid in case transport is not provided.

*Remuneration of inspectors*

- 4.14 Save as otherwise provided in the Statutes, the services of the Principals and all other members of the Teaching Staff of the colleges and institutions maintained by the Government shall be such as may be prescribed by the State Government from time to time.

*General conditions of service of the teaching & other staff of Colleges & Institutions*



Principals, teaching staff, Librarian and Physical Instructor of the Colleges/Institutions not maintained by the Govt. shall be appointed by the Managing Committee of the College/Institution on the recommendations of the Selection Committee represented by the nominee of the Vice-Chancellor.

4.15 he teachers in Affiliated and Constituent Colleges shall possess the qualifications as prescribed by the University from time to time.

*Qualification  
of Teachers*

4.16 Principals and all other members of the staff of other colleges and institutions not maintained by the Government shall be appointed by their respective managing Selection Committees, in which the Vice-Chancellor or his nominee shall be associated, on a definite written contract of permanent service which shall embody the following points:-

*Service*

- i. Salary and grade shall be definitely stated; which shall be the same as those of the teachers of the Government Colleges and institutions or those prescribed by the Syndicate from time to time.
- ii. The age of superannuation shall be stated in the agreement and it shall be sixty years. The date of birth as mentioned in the High School certificate or that of any other examination recognized as equivalent thereto shall be the basis for determining the age of sixty.
- iii. The period of probation shall not exceed two years.
- iv. Whole-time services of members of the Teaching Staff shall be at the disposal of the college/institution and they shall not engage, directly or indirectly, in any trade or business or write notes or books prescribed for the examinations of this University or take up any occupation which is likely to interfere with the duties of their appointment, without the sanction of the Managing Committee.
- v. The grounds on which services can be terminated shall be only the following :
  - a. willful neglect of duty;



- b. misconduct including disobedience of orders of the Principal;
  - c. breach of any of the terms of contract;
  - d. physical or mental unfitness, and;
  - e. abolition of the post.
- vi. In case of teachers confirmed after the expiry of probationary period, there shall be three months notice for termination of the contract or in lieu of such notice a payment of thrice the monthly salary then being earned by him and in the case of those still on probation, on month's notice shall be served or one month salary. The period of notice referred to above shall not include the summer or winter vacation or any part thereof.
- vii. The leave and contributory fund regulations of teachers of institutions shall be those as may be laid down by the University from time to time.
- viii. A tribunal, comprising one member nominated by the Managing Committee of the institution, one member nominated by the teacher and a person (not connected with the institution) nominated by the Syndicate, shall settle disputes arising in connection with termination of services under sub-clause (v) above. The tribunal shall have power to enquire into facts and to interpret the terms of agreement in order to resolve the dispute. The decision of the tribunal shall be final.
- ix. In all other disputes, the decision of the Managing Committee shall be final.

In case an institution fails to have the required agreement executed within three months of the date of appointment on probation, it will be liable to such action as the Syndicate may deem fit.

- 4.17 Temporary appointment of a teacher may be made by the Principal for a period not exceeding one academic session.
- 4.18 very decision by the Management of an Affiliated/ Constituent College, other than a College maintained by

*Temporary  
appointment*

*Dismissal of  
a teacher*



the Government, to dismiss or remove from service a teacher shall be subject to the following provisions: -

- i No order of dismissal or removal of a teacher from service shall be passed unless proper charges have been framed against the erring teacher and communicated to him/her with a statement of the grounds on which it is proposed to take action, and he/she has been give adequate opportunity: -
  - a. Of Submitting a written statement in his/her defence;
  - b. Of being heard in person if he/she so chooses; and;
  - c. Of calling and examining such witnesses in his/her defence as he/she may wish.

Provided that the Managing Committee while conducting the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- ii The Managing Committee may at any time not exceeding two months from the date of the receipt of the teacher's explanation in respect of the charge or pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:
  - a willful neglect of duty;
  - b misconduct, including disobedience to the orders of the Principal in the case of the teachers; and
  - c breach of any of the terms of contract.
- iii The teacher may at any time within one month after the passing of such a resolution which shall contain the grounds of dismissal or removal, as the case may be, and which shall be communicated to him/her forthwith, apply to have the decision of the Managing Committee reviewed by it at a subsequent meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such a meeting the teacher may submit an



additional statement of his/her case and shall, if he/she so desires, be allowed to appear before the Committee in person to state his/her case and answer any question that may be put to him/her by any member present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed and if the resolution is confirmed by the Committee at the subsequent meeting by a two-third majority of the members present, further notice of dismissal or removal from service need not be given to the teacher but he/she shall be given a copy of the resolution passed at such a meeting.

- iv The Managing Committee may, instead of dismissing or removing a teacher from service, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his/her salary for a specified period and/or may deprive the teacher of his/her pay during the period of his/her suspension, if any. The teacher, in such a case also, shall be entitled to apply to have the resolution of the Committee reviewed as provided above, and if he/she is not satisfied with the decision of the Committee he/she may appeal to the Vice-Chancellor for reconsideration of his/her case and the decision of the Vice-Chancellor shall be final. The resolution of the Committee punishing the teacher shall operate when and to the extent approved by the Vice-Chancellor.
- v a. The managing Committee will be entitled to suspend a teacher pending enquiry into the charge or charges against him/her. In case of suspension, the Managing Committee shall supply the teacher with a copy of charge sheet within a week of the date of suspension.
- b. During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the Regulations of this University.



- c. If the teacher is exonerated from the charge or charges brought against him/her, he/she shall be reinstated in his/her post and shall be paid his/her full salary for the period, if any, during which he/she remained under suspended.
- vi The Managing Committee may, in accordance with the terms of agreement, also remove from service a teacher on any of the following grounds provided the Management gives to such teacher at least three months notice or in lieu of such a notice, makes payment of three months' salary then being earned by the teacher.
  - a Physical or mental unfitness.
  - b Abolition of the post
- vii In the case of members of staff of colleges who are appointed temporarily or on probation, services of a member of the staff can be terminated, only by giving to the other party at least one calendar month's notice in writing or by paying to the other party a sum, equal to the salary of one month's notice referred to here before which shall not include the summer or winter vacation, as the case may be, provided he/she has put in continuous service in the College for not less than eight months before the summer or winter vacation, as the case may be. The teacher may similarly resign from service by submitting one calendar month's notice in writing to the Committee or by paying a sum equal to his/her salary for one month. The period of one month's notice shall not include summer or winter vacation or any part thereof.
- viii In the case of a teacher appointed on probation, which shall not exceed two years, if by the end of the period of probation, no notice of termination or removal from service, as provided for above, has been received by the teacher, he/she will ipso-facto be confirmed in his/her appointment:



#### Chapter IV: *Affiliation and Recognition*

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- ix. If the teacher is not in the station at the time when any notice ought to be given to him/her, such notices may be sent to him/her by registered post at his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the date when it would have reached him/her in the ordinary course of the post. If the teacher leaves the station without leaving any address a resolution or decision of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her if he/she had been in the station, shall be effective whether the teacher gets notice of it or not.
- x. Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, alongwith a complete report and all connected papers, to the Vice-Chancellor who shall consider whether the provisions of the above Statutes have been complied with. If he is satisfied that the provisions of the Statutes have not been complied with or that the grounds on which the teacher has been dismissed or removed from service are not adequate, he will disapprove the decision of the Managing Committee. The decision of the Vice-Chancellor shall be communicated to the Managing Committee within six weeks of the receipt of the proposal for compliance. If however, the Vice-Chancellor feels that any particular point needs clarification he may call upon the Managing Committee and the teacher concerned to give the necessary clarification before recording his decision. The decision of the Managing Committee will operate only if and when approved by the Vice-Chancellor.
- xi. In any dispute not covered by the Statutes or the agreement between the Institute and the teacher, the same shall be referred to the Vice-Chancellor whose decision shall be final.



4.19 Leave in the case of teachers of colleges/institutions not maintained by the Government shall be regulated by the Service Regulations of the University.

*Leave*

4.20. Every teacher of an affiliated/constituent college or a recognized institution, other than that maintained by the State Government, on confirmation in the service of the college/institution, shall, as a condition of his service, become a subscriber to the Contributory provident Fund of the College/institution. The rates subscription by the teacher towards the fund and the contribution by the college/institution and all other conditions of the fund shall be same as prescribed by the Service Regulations of the University.

*Contributory  
Provident  
Fund*



**Annexure 1**

**PROFORMA OF AGREEMENT WITH PRINCIPAL**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_ between \_\_\_\_\_ of the first  
part (hereinafter called the Principal) and the  
\_\_\_\_\_ (hereinafter called the  
Managing Committee) of \_\_\_\_\_ through the  
Chairman of the second part.

Whereas the Managing Committee has engaged the party of the first part to serve the college as Principal subject to the conditions hereinafter contained, now this agreement witness that the party of the first part and the Managing Committee hereby contract and agree as follows: -

1. That the agreement shall begin from \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ and shall be determinable as hereinafter provided.
2. That the Principal is employed, in the first instance, on probation for two years, in the pay scale of Rs. \_\_\_\_\_ and shall be paid monthly salary of Rs. \_\_\_\_\_. The period of probation may be extended by the Managing Committee, in very special cases, but the total period of probation shall, in no case, exceed five years. If on or before the expiry of the period of probation, the Principal is not informed that his/ her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following for which it is earned and the Managing Committee shall pay it to the Principal not later than the seventh of each month.
4. That the Principal will be entitled to be benefits of the Provident Fund and leave in accordance with the provision of the Statutes of the University.
5. That the age of superannuation will be sixty years. The date of birth of the Principal is



\_\_\_\_\_ as is evident from the High School Certificates produced by him/her.

6. That the Principal shall perform all such duties as pertain to the office of the Principal of an affiliated/ constituent/ recognized institution and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal arrangement and discipline of the said \_\_\_\_\_ including such matters as selection of Text books in consultation with the Head of the Department concerned, arrangement of \_\_\_\_\_ time-table, allocation of duties to all the members of the staff, grant of leave to the staff, appointment, promotion, control and removal of the inferior staff such as Class IV employees, etc., grant of Free-ship and Half free-ship to students within the number sanctioned by the Managing Committee, control of the hostel(s) attached to the \_\_\_\_\_ through the warden, admission promotion and punishment of students, organization of games and other activities. He/she shall administer the games fund and other similar funds such as Reading Room Fee/ Fund, Examination or Magazine Fund, etc., with the help of a Committee constituted by him/ her and in accordance with Regulations/ norms prescribed by the University and subject to audit and scrutiny of accounts by the Managing Committee. He/she shall have all powers necessary for the purpose including power, in an emergency, to suspend members of the teaching staff pending report to and decision by the Managing Committee. In the spheres of his/ her sole responsibility he/she shall follow the directions received from the University or Government in connection with the administration of \_\_\_\_\_. In financial and other matters, for which he/she is not solely responsible, the Principal shall follow the directions of the Managing Committee as issued to him/her through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal.



The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff, including the power to withhold increment(s). All appointments in the office of the Principal shall be made with his/her concurrence.

7. That the Principal shall devote his/ her whole-time to the duties of his/ her appointment and shall not engage, directly or indirectly, in any trade or business or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Managing Committee is likely to interfere with the duties of his/ her appointment, without the sanction of the Managing Committee.
8. That the Principal shall be an ex-officio member of the Selection Committee in case of selection of lecturers only.
9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with previous permission of the Vice-Chancellor: -
  - a. willful neglect of duty;
  - b. misconduct; including disobedience to the orders of the Managing Committee passed in accordance with the terms of the agreement and the Statutes and Regulations of the University;
  - c. breach of any of the terms of contract;
  - d. physical or mental unfitness;
  - e. incompetence;

Provided that the plea of incompetence shall not be used against the Principal after confirmation.

10. That the services of the Principal shall not be terminated except by a resolution of the Managing Committee passed at a meeting of the Committee expressly called for the purpose and attended by at least two-third of the total membership and such resolution to be effective must be passed by two-third majority of the members present.
11. That before such a resolution is passed, the Principal shall be acquainted in writing with the ground or grounds on which it is proposed to remove him/her from service and he/she shall be given enough time (not less than



- fifteen days) to submit his/her explanation which shall be duly considered by the Managing Committee before the decision of the removal is taken. The Principal shall also have the right to be personally present at the meeting of the Managing Committee to explain his/her case, but he/she shall withdraw from the meeting when the vote is taken.
12. That the resolution of the Managing Committee removing the Principal shall operate only when approved by the Vice-Chancellor.
  13. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause 9 above, neither the party of the first part nor the party of the second part shall terminate this Agreement except by giving to the other party three calendar months' notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any part thereof.
  14. That any dispute, arising in connection with Clause 9 of this contract between the Managing Committee, shall be referred to by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the College/ Institution \_\_\_\_\_ one member nominated by the Principal concerned and an Umpire (not connected with the institution) nominated by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
  15. If the Principal is not in the station at the time any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/ her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/ her in the ordinary course of the post. If the Principal leaves the station without leaving any address, a decision or resolution of the Managing Committee passed

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not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in station, shall be effective whether the Principal gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

By the Principal \_\_\_\_\_.

In the presence of:

Witness (1) \_\_\_\_\_  
Address \_\_\_\_\_

Witness (2) \_\_\_\_\_  
Address: \_\_\_\_\_

**Annexure 2****PROFORMA OF AGREEMENT WITH TEACHERS**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_  
of the first and the Managing Committee of the \_\_\_\_\_  
through the Principal/Secretary of the second part.

Whereas the \_\_\_\_\_ has engaged the party of the  
first part to serve the \_\_\_\_\_ as \_\_\_\_\_  
subject to the conditions and upon the terms hereinafter  
\_\_\_\_\_ hereby contract and agree as follows:-

1. That the engagement shall begin from the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and shall be determinable as hereinafter provide.
2. That the party of the first part is employed, in the first instance, on probation for two years, in the pay scale of Rs. \_\_\_\_\_ and shall be paid a monthly salary of Rs. \_\_\_\_\_. The period of probation may be extended by the party of the second part, in very special cases, but the total period of probation shall, in no case, exceed five years. If on or before the expiry of the period of probation, the party of the first part is not informed that his/ her services are no longer required, he/ she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following, for which it is earned and the party of the second part shall pay it to the party of the first part not later than the seventh of each month.
4. That the party of the first part will be entitled to the benefit of the Provident Fund and leave in accordance with the provisions of the statutes of the University.
5. That the age of superannuation will be sixty years. The date of birth of the party of first part is \_\_\_\_\_ as is evident from his/ her High School Certificate produced by him/her.
6. That the party of the first part shall devote his/her whole-time to the duties of his/her appointment and



shall not engage, directly or indirectly, in any trade or business, or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Principal, is likely to interfere with the duties of his/ her appointment, without the sanction of the Managing Committee.

7. That the party of the first part shall not make a representation to the University or to any member of the Managing committee except through the Principal, who shall forward it to higher authorities.
8. That the party of the first part shall, in addition to the duties prescribed in Statute 8, (of the set of Statutes governing affiliation and recognition of colleges and other institutions) perform such duties as may be entrusted to him/her in connection with the internal administration of the \_\_\_\_\_.
9. After confirmation, the services of the party of the first part can be terminated only on one or more of the following grounds: -
  - a. willful neglect of duty;
  - b. misconduct including disobedience of the orders of the Principal;
  - c. breach of any of the terms of contract;
  - d. physical or mental unfitness;
  - e. incompetence;  
(Provided that the plea of incompetence will not be used against the party of the first part after confirmation)
  - f. abolition of the post with prior approval of the Vice-Chancellor
10. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause 9 above, neither the party of the first part nor the party of the second part shall terminate this agreement, except by giving to the other party three calendar months notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first



part is then earning. The period of notice referred to above does not include the summer or winter vacation or any part thereof.

11. That the decision of the Managing Committee to dismiss the party of the first part shall not take effect unless it has been approved by the Vice-Chancellor.
12. That any dispute, arising in connection with Clause 9 of this contract between the party of the first part and the party of the second part, shall be referred by the member nominated by the Managing Committee of the \_\_\_\_\_, one member nominated by the party of the first part and an Umpire (not connected with the institution) appointed by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
13. If the party of the first part is not in the station at the time when any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/ her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the party of the first part leaves the station without leaving any address, a resolution or the decision of Managing Committee, passed not less than fourteen days after the date when notice would have been given to him/ her, if he/she had been in the station, shall be effective whether the party of the first part gets notice of it or not.

In witness whereof the parties hereto sign this deed on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

On behalf of the Managing Committee by \_\_\_\_\_

The party of the first part \_\_\_\_\_ in the presence of:

Witness (1) \_\_\_\_\_

Address: \_\_\_\_\_

Witness (2) \_\_\_\_\_

Address: \_\_\_\_\_



**Annexure 3**

**THE FOLLOWING INFORMATION/ DOCUMENTS SHOULD ALSO BE SUBMITTED ALONGWITH THE DULY FILLED IN APPLICATION FORM:**

- i. Constitution of the Managing Committee and the names of its members, if already constituted.
- ii. In case the Teaching Staff has been appointed, a statement indicating the number of teachers including the principal, their names, qualifications, pay scales, teaching experience, if any, the paper to be taught and other conditions of their service.
- iii.
  - a. A complete plan of the existing buildings and grounds.
  - b. A complete plan of the Buildings and grounds, the college proposes to have
- iv. In the case of a College already established, a statement showing-
  - a. Total number of students on rolls of the college.
  - b. Class wise enrolment
  - c. Section-wise enrolment of each class
  - d. Subject-wise enrolment of entire College.
- v. A list of apparatus and equipment subject-wise, available with the College or proposed to be procured by the College.
- vi. A list of audio-visual equipment available with the College or proposed to be procured by the College.
- vii. In case the College provides or proposes to provide Co-education, a statement showing the facilities made available or proposed to be made available for girl students.
- viii. A write-up on the justification for opening of the College in the locality and starting the proposed Course.



- ix. A write-up on the foundation and history of the Institution including the history of the Course(s) in which the College has been imparting instruction.
- x. In the case of non-Government College, an undertaking (on the Proforma attached with the Application Form) duly registered with the competent authority.



**Annexure 4**

**APPLICATION FORM FOR AFFILIATION/RECOGNITION OF  
A COLLEGE**

1. A. NAME AND ADDRESS:
  - a. Name of the college
  - b.
    - i. Already established
    - ii. Proposed to be established.
  - c. Postal address
  - d. Telegraphic Address, if any
  - e. Telephone No:
  - f. Telex/ Fax No:
- B. STATUS OF THE COLLEGE:
  - a. Government (Central)
  - b. Government (State)
  - c. Non-Government ..... Grant-in-aid
  - d. Non-Government ..... No grant
- C. TYPE OF THE COLLEGE:
  - a. Affiliated
  - b. Constituent
- D. YEAR OF ESTABLISHMENT:

(Attached documentary proof)
- E.
  - a. Name of the Head of the College
  - b. Designation of the Head of the College
  - c. Residential Telephone No:
- F. REFERENCE CONTAINING THE CONCURRENCE OF THE STATE GOVERNMENT FOR THE ESTABLISHMENT OF THE COLLEGE:

(Attach photo copy of Government approval)



2. IN THE CASE OF NON GOVERNMENT COLLEGE:
- Name of the Registered Society/ Trust/ Local Body (as the case may be) running the college. (Attach documentary proof).
  - Constitution and membership of the Registered Society/ Trust/ Local Body, as the case may be.

3. LAND AVAILABILITY:

(Attach photo copy of documentary proof of UNDISPUTED POSSESSION OF THE LAND BY THE COLLEGE).

A. DIMENSION OF THE LAND IN KANALS

Instructi- onal area	Administr- ative area	Students Amenities area	Residence- l area	Total area
_____	_____	_____	_____	_____

- Please Indicate if the entire land is in UNDISPUTED POSSESSION of the College comprises one piece or more.
  - In case the land consists of two or more pieces, indicate the area of each piece of land with specific location.
- B. REFERENCE UNDER WHICH THE COMPETENT AUTHORITY HAS AUTHORISED THE USE OF LAND AND BUILDING FOR INSTITUTIONAL PURPOSE.
- (Attach photocopy of the approval of the competent authority).

4. BUILDINGS:

A. BUILT-UP ACCOMMODATION AVAILABLE (IN SET)

Type of Construction	Instructional area	Administrative area	Students Amenities	Residential Area	Total built up Accommodation
RCC					
Shed					
Any other (specify)					



B. ACCOMODATION PROPOSED TO BE CONSTRUCTED (IN SFT)

Type of Construction	Instruct- ional area	Administ- rative area	Students Amenities	Residen- tial area	Total accomm- odation proposed to be raised
RCC					
Shed					
Any other (specify)					

5. ENDOWMENT

- a. Amount of non-transferable Endowment Fund, as on date:
- b. Additional amount of Endowment Fund proposed to be created during the first year of Affiliation/ Recognition of the College.
- c. Amount of Endowment Fund pledged to the University of Kashmir.  
(Attach photocopy of the FDR pledged to the Registrar, University of Jammu).

6. FINANCES

- A. DETAILS OF INVESTIBLE FUNDS IN HAND FOR ESTABLISHING THE PROPOSED COLLEGE  
(Attach photocopies of latest Bank statement (s), FDR(s), etc.)
- B. INDICATE THE SOURCES PROPOSED TO BE MOBILISED TO RAISE ADDITIONAL FUND FOR INVESTMENT IN BUILDING(S), EQUIPMENT, FURNITURE ETC. OVER THE NEXT 3 OR 4 YEARS.
- C. ANTICIPATED ANNUAL RECURRING EXPENDITURE ON THE FOLLOWING: -
  - a. Salaries, allowances, etc of teaching staff;
  - b. Salaries, allowances, etc of other staff;



- c. Maintenance of building(s), equipment, etc:
  - d. Books and journals;
  - e. Miscellaneous Contingencies.
- D. SOURCES OF RECURRING FINANCIAL SUPPORT
- a. Trust
  - b. Donation
  - c. Students fees and/ or charges
  - d. Internal revenue generation
  - e. Other source (Specify)
- Total:

## 7. LIBRARY

A

Category of Books	Total number of books available as on date	Total number of books to be purchased during the first two years of affiliation/ recognition
Text books		
Reference books		
Encyclopedia		
Others		

B

No. of periodicals presently subscribed	No. of periodicals proposed to be subscribed

## 8. TEACHING STAFF:

A

Type of Faculty	Sanctioned strength	No. of positions
Full time		
Part time		
Visiting Faculty		

- B. PHASED PLAN FOR RECRUITMENT OF TEACHING STAFF:
- C. PAY SCALES OF TEACHERS:
- D. TOTAL WORK LOAD (IN HOURS) PER WEEK PROPOSED TO BE ENTRUSTED TO A TEACHER



- E. BREAK-UP OF WORK LOAD OF A TEACHER PER WEEK (in percentage of total duty hours in a week) For the following ACTIVITIES:
- a. Teaching
  - b. Tutorials
  - c. Seminars
  - d. Extension
  - e. Administration
  - f. Institutional support
  - g. Students' Welfare
  - h. Any other activity (specify)
9. LABORATORY
- A. IN CASE THE COLLEGE IS SEEKING AFFILIATION/ RECOGNITION IN ANY COURSE OF INSTRUCTION IN EXPERIMENTAL SCIENCES, DOES IT PROVIDE/ PROPOSE TO PROVIDE: -
- a. A Separate teacher for a group of every 15-20 students in the degree classes, performing practical work simultaneously (in a Science subject) Yes/ No
  - b. Separate laboratories in each branch of science. Yes/ No
  - c. Museum, garden and herbarium, where necessary. Yes/ No
  - d. Sufficient and suitable apparatus and materials for conducting experimental work prescribed in the syllabus. Yes/ No
10. COMPUTER
- A. FACILITIES AVAILABLE: -
- a. Hardware (indicate number & Make)
  - b. Software
- B. FACILITIES PROPOSED TO BE ACQUIRED : -
- a. Hardware
  - b. Software



- C. COMPUTER STAFF:
  - a. Available (with qualifications)
  - b. Proposed to be recruited (with qualifications)
- 11. NUMBER OF STUDENTS PROPOSED TO BE DMITTED TO THE COURSE IN AN ACADEMIC YEAR.
  - A. FEES AND OTHER CHARGES
    - a. Total amount of fees, etc. proposed to be charged from each student at the time of first admission to the course.
    - b. Detailed break-up of the fees and charges mentioned at (a) above.
    - c. Annual tuition fees, etc. proposed to be charged from each student on rolls of the college for each subsequent year.
- 12. NUMBERS OF ACTUAL WORKING DAYS PROPOSED TO BE OBSERVED IN AN ACADEMIC YEAR: (Attach a copy of Academic Calendar)
- 13. SPORTS
  - A. NAME THE GAMES AGAINST (a) & (b) FOR WHICH FACILITIES ARE AVAILABLE OR LIKELY TO BE MADE AVAILABLE:
    - a. Indoor
    - b. Outdoor
- 14. HOSTEL FACILITIES:
  - A. AVAILABLE
    - a. Covered area;
    - b. Type of Construction;
    - c. Location;
    - d. Number of rooms with floor area (in SFT);
    - e. Number of students for whom accommodation is available;
    - f. Owned or hired:
  - B. PROPOSED TO BE MADE AVAILABLE:
    - a. Covered area;

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- b. Type of Construction;
  - c. Location;
  - d. Number of rooms with floor area (in SFT);
  - e. Number of students for whom accommodation will be made available;
  - f. Owned or hired:
15. MEDICAL FACILITIES
- A. TYPE OF MEDICAL FACILITIES AVAILABLE:
    - a. First-aid :
    - b. Dispensary with Medical Assistant on staff:
    - c. Dispensary with qualified Doctor on staff :
  - B. MEDICAL FACILITIES PROPOSED TO BE MADE AVAILABLE.
16. APPLICATION FEE DEPOSITED (Attach photocopy of the cash receipt) Cash Receipt No. Date & Amount

Full Signature of the Principal with designation stamp in case of Government College already Established/ proposed to be established.

Full signature of the Principal with designation stamp in case of Non- Government College already established

Full signature of the Chairman/ Designate Chairman with designation stamp in case of Non-Government College proposed to be established

Recommended and forwarded

Full Signature of the Head of The Administrative Department J&K Government with designation stamp

Full signature of the Chairman Managing Committee with Designation stamp in case of non-government college already established

**NOTE:** The information/documents mentioned on page No. 11 of the application form should also be submitted alongwith the duly filled in Application Form.



## Annexure 5

**UNDERTAKING ON NON JUDICIAL PAPER OF PROPER  
VALUE (REGISTERED WITH SUB-REGISTRAR OR ANY  
OTHER COMPETENT AUTHORITY) REQUIRED TO BE  
SUBMITTED BY A NON-GOVERNMENT COLLEGE/  
INSTITUTION.**

I \_\_\_\_\_ (name of the Chairman of the Managing Committee of the College), on behalf of the Managing Committee of \_\_\_\_\_ (name of the College) and \_\_\_\_\_ ((name of the Trust/ Registered Society/ Local Body), do hereby solemnly declare and undertake to comply with the following in connection with our application for establishment of the college from the academic session \_\_\_\_\_ and starting \_\_\_\_\_ (name of the Course proposed to be introduced) from the academic session \_\_\_\_\_.

1. That, before filling the Application Form, I have carefully gone through, the Statutes governing Affiliation/ Recognition of Colleges and other Institutions, Application Form, its Annexure and also General Instructions.
2. That the information given in the Application Form and its enclosures is correct to the best of my knowledge and belief and nothing relevant thereto has either been concealed or suppressed.
3. That the college is neither imparting education nor it proposes to impart education for private gain or benefit.
4. That the Managing Committee will be constituted in accordance with the University Statutes.
5. That the infrastructure, instructional and other facilities will be provided as per norms prescribed from time to time by the University of Kashmir.
6. (a) That the admission will be made in accordance with the Statutes, Regulations and norms prescribed by the University of Kashmir from time to time.



- (b) that the admission of students will be made only after the minimum prescribed facilities are created and the University of Kashmir has granted written permission to start the Course.
7. That the Teaching Staff, Librarian and Physical Instructor will be recruited in accordance with the statutory provisions of the University and with qualifications that shall be prescribed from time to time by the University of Kashmir or \_\_\_\_\_ (name of the All India Statutory Body concerned viz. UGC, Medical Council of India, Dental Council of India, All India Council for Technical Education, etc).
  8. That the tuition and other fees will be charged as approved by the University of Kashmir.
  9. That the accounts of the College will be audited at the end of each financial year by a Chartered Accountant and will be open for inspection by the University of Kashmir.
  10. That the Management will strictly follow any other conditions as may be laid down from time to time by the University/ State Government/ \_\_\_\_\_ (name of the concerned All India Statutory Body viz. UGC, Medical Council of India, Dental Council of India, All India Council for Technical Education, etc.).
  11. In the event of non-compliance by the \_\_\_\_\_ (name of the College) with regard to the Statutes, Regulations, guidelines, norms and conditions prescribed from time to time, the University of Kashmir will be free to take measures for withdrawal of Affiliation/ Recognition without consideration at any related issues and that all liabilities arising out of such withdrawal would solely be that of the Chairman of the Managing Committee, Registered Society/Trust and the College/ Institution.
  12. The College by virtue of the affiliation/ recognition granted by the University of Kashmir shall not automatically become entitled to any financial grant/



assistance from the Central, State Government or the University of Kashmir.

Name of the Chairman of the Managing Committee.

Name of the Trust/Registered Society/ Local body (as the case may be) running the College

Place:

Name of the Institution

Dated:

Note: Matter within the brackets relevant to the College/Institution should be filled up in the space provided for.



**Annexure 6**

**GENERAL INSTRUCTIONS**

1. Application form for seeking Affiliation/ Recognition of the College with the University of Kashmir should be submitted in accordance with the procedure prescribed in the University Statutes governing Affiliation and Recognition of Colleges and other Institutions.
2. Application alongwith relevant documents (4 copies of each document) must reach the University office by October 01<sup>st</sup> of the year preceding the one in which the College proposes to start imparting instruction in the course(s)/ subject(s).
3. Before submitting the Application Form for Affiliation/ Recognition, the application must read the Statutes governing Affiliation and Recognition of Colleges and other Institutions and ensure compliance with the conditions laid therein for the purpose. The undertaking (on the proforma attached with the Application Form) duly registered with the competent authority should be submitted alongwith the Application Form.
4. Please attach separate sheet if space provided for furnishing information on the Application Form is inadequate against any column.
5. Colleges are of two types, namely: -
  - a. 'Affiliated College' which means an institution imparting instruction upto Bachelor's degree examination excluding integrated Honours, post graduate and Professional Degree Courses recognized by the University in accordance with the provision of the Act of the Statutes.
  - b. 'Constituent College' which means an institution recognized as such by the Syndicate of the University in accordance with the provisions of this Act and the Statutes.



6. Please put tick (√) mark in the square (provided against the column in the Application Form) relevant to your college. The square not relevant to your college should be left untouched.

Like-wise tick (√) mark the word 'Yes' or 'No' (whichever is relevant to your College) mentioned against the columns on the Application Form.

7. The following expressions, wherever occurring in this Application Form, be construed to mean as under:
- a. 'College' means an institution maintained or admitted to its privileges by the University of Kashmir.
  - b. 'Course' means any Course leading to a Degree or Post-graduate Diploma of the University of Kashmir viz B.A, B. Sc, B.Com, M.B.B.S, B. Ed or PGDCA, etc.
  - c. 'Subject' means any subject taught/ proposed to be taught at the Degree or Post-graduate Diploma level, as the case may be.

- Note
1. Application Form will be processed only if it is found complete in all respects.
  2. Submission of Application Form complete in all respects does not mean approval of the application for grant of Affiliation/ Recognition.



## CHAPTER - V

### ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY DEPARTMENTS AND OTHER RECOGNIZED INSTITUTIONS

5. No candidate shall be admitted to an University Department, affiliated/constituent college or a recognized institution unless he/she has passed the qualifying examination for admission to such courses with required percentage of marks as prescribed by the Statutes.

*Statutes*

*General*

5.1 A student shall be recognized as a member of a college/institution or University Department as soon as he/she has been accepted for enrolment by the Principal or the Head of the University Department and has deposited the prescribed fee;

Provided that nothing in this Statute shall be deemed to require the Colleges, Departments or institutions to admit to any course of study, larger number of students than the number of sanctioned intake in a particular class in the College/ Department /Institution;



### <sup>1</sup>Regulation

The total duration of stay of student for studying a post-graduate course should not exceed two academic years. A student failing in the M.A./M.Sc/M.Com previous examination should not be allowed admission as a regular student in the previous class but should appear as a private candidate. Similarly, a student failing to pass the final examination should not be given admission in the final class as a regular student but allowed to appear as a private candidate in the subsequent examination as already provided in the statutes. The failures to the LL.B and B.Lib Science courses should also be treated accordingly.

Provided further that a student of a College/ institution or a University Department, who absents from or fails at an examination of the University, shall cease to be a member of that college or Department or Institution thereafter and the question of his/her readmission to the same class of the College or Institution or Department shall rest with the Principal of the College/Institution Head of the University Teaching Department or the Vice-Chancellor as the case may be;

Provided, also that payment by a student of an amount (which is refundable in case admission or re-admission to a class is refused) shall not establish a claim to admission or re-admission to a class of a Department, College or Institution.

- 5.2 A student, when applying for admission to a University Department, constituent/affiliated college or a recognized institution, shall submit with his/her application a certificate as to his/ her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the Department, College or other recognized institution

*Production of  
conduct  
certificate on  
admission*

Provided that a student who has not previously attended any college or institution, as a regular student, shall, in lieu thereof, furnish to the Head of the College/ Institution/ Department in which he/she desires to

<sup>1</sup> University Council resolution dated 23-10-1973



prosecute his/her studies, a certificate of conduct signed by a magistrate first class, Principal of an affiliated or constituent college or the Head of a Department of the University.

5.3 The Principal of an affiliated or constituent college shall be competent to cancel admission of a student enrolled for a course of study in the college in case he/she: -

- i) remains absent without permission of the Principal concerned for a period of one month continuously; or
- ii) attends less than 50% of the total lectures determined in the first term in an academic year; after an opportunity has been given to him to explain as to why such an action be not taken against him.

5.4 (i) Unless otherwise provided in the statutes the admission of students to various courses in the University Departments, colleges and other institutions, in the Faculties of Arts, Science, Social Science, Commerce, Education, Law, Medicine, Engineering, Oriental learning, Unani Medicine and such other faculties as may be prescribed by the Statutes of the University from time to time shall be completed by the 14<sup>th</sup> day after the date of declaration of the results of the lower Annual examinations.

*Dates of  
admission of  
students*

Provided that in respect of such of the courses where admission of students is made on the basis of entrance test this restriction shall not apply.

- (ii) Admission of students to various courses in the Centre of Distance Education shall be completed by such dates as may be prescribed from time to time.
- (iii) The admission to various courses shall be conducted irrespective of the holidays or vacations that might follow the date of declaration of results or intervene the date of commencement



- of admission of students and the last date of admission to the course/s.
- (iv) Lectures and practicals shall be counted upto 10 working days previous to the date of commencement of the examination.
  - (v) The regular teaching work shall begin not later than the 10<sup>th</sup> day after the closure of admission.
  - (vi) A candidate whose result is not declared or otherwise withheld for any reason in the Result Notification may be allowed to join the next higher class provisionally. In case he/she is subsequently declared by the University as having failed, his/her admission to the higher class shall stand cancelled. He/she shall have no claim against the institution he/she had joined and/or the University.

Provided that this concession may be extended to such candidates also as have appeared in an examination conducted by the University of Jammu, J&K Board of School Education, the Central Board of Secondary Education, New Delhi or any other University/Board the results whereof have not been declared by the time the admissions are completed in this University subject to the condition that their parents/guardians are transferred /residing permanently within the territorial jurisdiction of the University.

- 5.5 A candidate who has been disqualified for any specific period in any examination of the University for having committed misconduct or used unfair means in the examination may also be debarred by the 'Competent Authority' as defined in the Statutes relating to misconduct/ unfair means in the examination, from attending any class in any University Department or any affiliated/constituent college or a recognized institution of the University, as the case may be.

*Admission of students disqualified for using unfair means in examination.*



- 5.6 (i) <sup>2</sup>No one shall be admitted to any college or a recognized institution after the expiry of thirty days in respect of one year course and 20 days in respect of a semester/term from the Prescribed last date.

Provided that: -

- a) subject to availability of seats a late fee as may be prescribed from time to time upto the fifteenth day and after the fifteenth day upto the thirtieth day in respect of one year course an additional late fee as may be prescribed from time to time.
  - b) subject to availability of seats a late fee as may be prescribed from time to time upto the 10<sup>th</sup> day and thereafter upto the 20<sup>th</sup> day in respect of a course having Semester/Term (applicable for 1<sup>st</sup> and 3<sup>rd</sup> semester/ term) additional late fee as may be prescribed from time to time shall be charged by the University. No credit shall be given for any holiday either at the end or in the intervening period.
- ii) A candidate whose result of the annual examinations is published late by the University (for no fault of the candidate) and does not seek provisional admission shall be admitted, without payment of late fee, within fifteen working days of the date on which his/her result is published irrespective of the prescribed time limit.
- iii) <sup>3</sup>Notwithstanding anything contained in these Statutes, the Vice-Chancellor, in order to avoid real hardship, may permit late admission not covered by the above Statutes, on payment of late admission fee as may be prescribed from time to time within a period of two months in the case of one year course and thirty days in case of a semester/term from the last prescribed day of

<sup>2</sup> University Council resolution dated 26-12-1985

<sup>3</sup> University Council resolution dated 26-5-1986



admission. The permission may be granted in exceptional circumstances, which in the opinion of the Head of the University Department or the Principal of a college/Institution deserves consideration.

The attendance of all the students admitted to various classes under Statute 5.6 shall be calculated with effect from the respective dates when regular teaching of these classes is started in terms of Statute 5.4.

All the admissions made under the Statutes relating to late admission must be reported separately to the Registrar within a week from the date of such admission.

- 5.7 <sup>4</sup>Unless otherwise provided in the statutes governing the admission of a candidate relating to an examination no student shall be admitted to more than one course at a time in the University Department or a constituent/affiliated college or institution.

*One course at a time*

Provided that whenever a student having sought admission to a particular course either in the University or in the college as a regular student and having completed the minimum period of attendance and laboratory work where applicable and meanwhile gets admission to a different course be not debarred from appearing in the examination of the class indicated above notwithstanding that such a student has been discharged from the college/ institution concerned for having joined another course in the same academic year.

- 5.8 No student from another University or any other examining body shall be admitted to a University Department or a constituent/ affiliated college or a recognized institution except on production of a certificate of eligibility, signed by the Registrar. Such a student shall apply on the prescribed form to the Registrar through the Head of the University Department or the Head of the College/ Institution to which he/she is seeking admission, for a certificate of eligibility and shall at the same time pay a fee as may be prescribed from time to time, one half of which may be refunded if

*Eligibility certificate*

<sup>4</sup> University Council Resolution dated 10-9-1984



the certificate cannot be issued by the University for any reason whatsoever. All such applications shall be accompanied by the original qualification and Migration Certificate from the Parent University/Institute. In case original qualification certificate of the qualifying examination does not indicate the subjects offered by him/her and the information regarding the subjects is essential for determination of eligibility, the candidate be required to produce the marks certificate also issued by the University/Institute **or**

In case the candidate is not in a position to produce the original qualification certificate or provisional certificate, he shall be required to produce the marks certificate, of the qualifying examination issued by the University/Institute.

Provided, that in case a student is not able to produce all the documents required for the issue of eligibility certificate, the Vice-Chancellor on the recommendation of the Principal of the College/Institution or the Head of the University Department concerned may authorize his/her Provisional admission at his/her risk and responsibility on production of some documentary evidence in original of his/her having passed the last examination on the basis of which admission is sought.

An undertaking in writing, in the following form, shall in this case be obtained from the applicant, duly attested by a Magistrate and forwarded to the University alongwith the application of the student for grant of eligibility certificate: -

"I \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ hereby declare that I am seeking provisional admission to \_\_\_\_\_ class of the \_\_\_\_\_ course in the \_\_\_\_\_ College/Institution/Department on the understanding that my admission to the class is provisional and is subject to confirmation on the issue of a certificate of eligibility by the University under rules. If for any reason, whatsoever, the University declines to issue



the said certificate, my provisional admission will, automatically stand cancelled”.

Such provisional admission shall entitle a student to join the Department, college or institution at his/her own risk and responsibility and on the condition that he/she obtains a final certificate of eligibility before the declaration of the result of the University examination to which the student has been admitted;

Provided further that the conditions governing the issue of the eligibility certificate shall not apply to such students as have passed any of the examinations of the Jammu and Kashmir Board of School Education.

- 5.9 Students seeking admission to a University Department, college or recognized institution and private candidates seeking admission to an examination of the University, after having been admitted as members of another University incorporated by any law for the time being in force, shall not be registered unless their applications for registration are accompanied by a transfer certificate from the previous University; Provided that: -

*Production of migration/ transfer certificate*

- a) in the case of students who have passed an examination of Punjab University (India and Pakistan) before the erstwhile Jammu and Kashmir University came into existence, transfer certificates may not be demanded but the candidate shall produce the original certificates of having passed an examination from that University;
- b) in the case of a candidate coming from a Pakistan University/ Board, the production of a transfer certificate may not be insisted upon but the candidate shall produce the original certificate of having passed an examination from such a University or Board;

Provided further that an affidavit attested by a first class magistrate shall be produced by both the categories of candidates to the effect that prior to the student's enrolment in this University and after his discharge from an institution affiliated to an University in Pakistan or Punjab University (India and Pakistan) he did not join any affiliated or residential institution of any



other Indian University in case the intervening period is more than one academic year.

<sup>5</sup>Notwithstanding anything contained in the foregoing Statute, the requirement of producing a transfer certificate by a student migrating to this University from a sister University in India be waived off on reciprocal basis and such a student be, however, asked to furnish the following certificates from the Head of the University Department/ College/ Institution last attended by him: -

- i) that he/she has not been debarred, rusticated or otherwise disqualified from continuing his/her studies, by the University from which he/she is migrating for any malpractice at any University examination or for any kind of misbehavior; and
- ii) that he/she does not owe any amount to the University from which he/she is migrating.

- 5.10 The Head of the University Department or the Principal of a college or recognized institution shall forward to the Registrar every year within sixty days after the last date of admission, if the number of students exceeds 200, and in other cases within forty days, the name and other particulars of every student admitted or readmitted to a particular course in Department, college or recognized institution, on the prescribed proforma together with the Registration and sports fee prescribed from time to time. In special circumstances, the Vice-Chancellor may authorize late entertainment of such particulars on payment of prescribed late fee per student for a further period of 30 days.

**Registration  
Return**

If any student is struck off from the rolls of a Department, College or institution for remaining continuously absent from the classes for a period of fifteen days or for any other reason or migrates to another college or institution, such fact shall immediately be reported to the Registrar.

- 5.11 The Registration fee prescribed from time to time shall be paid once only irrespective of the number of times the candidates appears at the examinations of the University

**Registration  
fee**

<sup>5</sup> University Council Resolution dated 25-8-1987



either as a student or an ex-student of an affiliated/ constituent college or the University Department or any recognized institution, or as a private candidate.

No further fee for re-registration shall be charged when a student's name is struck off from the rolls of a University Department, college or recognized institution. However, in the case of legitimate migration a student shall be required to pay prescribed fee for revival of his/her registration.

- 5.12 Every student who joins a University Department, college or a recognized Institution shall be required to pay the University Sports, Development and such other fee as may be prescribed from time to time.

*University  
Sports,  
Development  
and other fee*

- 5.13 The Registrar shall maintain a register of all students registered in the University. In this register shall be recorded, under the name of each registered student his parentage, the date of birth based on the certificate of the Matriculation/ Hr. Secondary Elective or any other recognized examination passed by the students. The dates of admission or re-admission to, and /or leaving any University Department, college or a recognized institution, every pass or failure in a University examination with his/her Roll Number, migration, any University scholarship, medal or prize won by or any punishment awarded to the student.

*Register of  
students*

Each entry in the Register of students shall be attested by an officer of the University authorized in this behalf.

No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.

- 5.14 Every registered student shall be provided a registration card showing the registration number under which his/her name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University. A duplicate copy of the Registration Card may be granted on payment of prescribed fee.

*Registration  
card*



- 5.15 Any registered student may at any time, receive a certified copy/copies of all the entries relating to him/her in the Register of students on payment of prescribed fee. *Copy of entries in the Register of students*
- 5.16 All applications for admission to University examinations shall be scrutinized by comparison with the Register of students and the Controller of Examinations may refuse any application of any candidate about whom complete particulars have not been reported, and ask him/her to forward through the officer who has attested his/her application for admission, a complete statement of the particulars which have not been properly reported together with an additional registration fee prescribed from time to time. *Scrutiny of admission applications to examinations*
- 5.17 A registered candidate applying for correction/ change in his/her name or parentage is required to pay prescribed fee and following procedure be followed in this behalf: - *Change in name and parentage*
- 1) An affidavit duly sworn in before a Magistrate 1<sup>st</sup> class by the father or the guardian of the student and advertisement in at least one newspaper, shall be necessary in all cases for the purpose of proving identity.
  - 2) No application shall be entertained unless it is forwarded by the Head of the Department, Principal of a college or a recognized institution, as the case may be, last attended by the applicant and is invariably accompanied by an affidavit and cuttings from the newspaper in which the advertisement is published.
- Provided that a candidate who has not been a regular student of any Department/College/recognized institution may apply direct to the Registrar.
- 5.18 Date of Birth as entered in the University Register of Students shall not be altered except - *Change in date of birth*
- 1) on the Registrar being satisfied that there has been a error either by the college or by the University Department

**Or**



- 2) on the Registrar receiving information from the Secretary of the J&K Board of School Education or any other recognized University, from where the student has passed the Matriculation or Higher Secondary Elective Examination to the effect that the University/ Board/ Body has ordered an alteration in the date of birth of the candidate concerned. No fee shall be charged for this purpose.

5.19 <sup>6</sup>When it comes to the notice of a Head of the University Department, College or Institution that a student of his Department, college or institution has committed a misconduct, or breach of discipline or misbehaviour, he/she may, and when a reference is made to a Head of a University Department by the Vice-Chancellor, the Head of a Department shall conduct an enquiry into the allegations of misconduct, indiscipline and misbehaviour of the student. In conducting the enquiry he shall give notice to the student in writing of the charge(s) against him and give him a reasonable opportunity to defend himself. The Head of the Department, College or Institution shall give his findings after considering the entire material before him.

*Conduct and  
discipline of  
students*

- a) The Head of the University Department, College or Institution to which the student against whom an allegation of misconduct, indiscipline or misbehaviour has been made belongs, may suspend the student from attending the classes pending an enquiry into the allegation/s;

Provided that where as a result of the enquiry the student is exonerated, his/her attendance in lectures, will be calculated after deducting the number of lectures delivered, during the period of his/her suspension, from the total number of lectures delivered to his/her class;

Provided further that if for any reason the holding of an inquiry is unduly delayed or prolonged the Head of the University Department, College or Institution may at any time cancel or withdraw or put

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<sup>6</sup> University Council resolution dated 6.9.1980



in abeyance the said suspension order and pass consequential orders.

- b) Where on account of students belonging to more than one department of the University being involved in any act or acts of misconduct, indiscipline or misbehaviour or for any other reason it appears necessary that an inquiry into the said act or acts be held by one and the same person or body, the Vice-Chancellor may appoint a Committee of one or more Heads of the University Departments or other persons to conduct the enquiry on the lines indicated in Statute 25 and in case it holds any student guilty of any misconduct, indiscipline or misbehaviour shall recommend the punishment to be awarded to the student. The Head of the University Department, college or Institution shall, after taking into consideration the report of the Committee, award such punishment to the student as he deems proper subject to confirmation by the Vice-Chancellor;

Provided that in any case in which the Vice-Chancellor considers it necessary to do so he may pass orders awarding such punishment as he deems proper;

Provided, further, that the Vice-Chancellor shall be competent to set up a Standing Disciplinary Committee which may advise the Vice-Chancellor on matters of discipline and conduct enquiries according to these Statutes.

- 5.20 Save as otherwise provided in the Statutes, when a student has been found guilty of grave misconduct or of persistent idleness or a breach of discipline, within or outside the premises of the University, college or a recognized institution, the Head of the University Department, college or Institution at which the student is studying may according to the nature and gravity of the offence: -
- a) expel; or
  - b) rusticate him/her for a period not exceeding one academic year; or

*Expulsion and  
Rustication*



- c) disqualify him/her from appearing at the next ensuing examination;
- 1) In case of minor indiscipline or misbehaviour the Head of the Department or the Principal of the College or the Dean, Students' Welfare in consultation with the concerned Head of the Department may directly give a hearing to the student against whom a complaint has been made and on being satisfied about the offence award punishment in the shape of fine or disqualification from attending classes for a period not exceeding 15 days. A report of the incident, the findings and the punishment awarded shall be forwarded within three days to the Vice-Chancellor in the case of students belonging to the University post-graduate Departments.
- 2) Notwithstanding the provisions contained in the foregoing Statutes whenever a student misbehaves with a University Head of the Department or an officer of the University or refuses to comply with the orders given to him/her by an authority of the University or an officer of the University or a Head of the Department, as the case may be, the Head of the Department or the officer concerned may immediately provide details of the incident including the names of the witnesses to the Disciplinary Committee which may hold a summary enquiry and after hearing the defence of the student may recommend to the Vice-Chancellor, the award of any or a combination of the following punishments: -
  - a) Disqualification from attending classes for a period not exceeding one month;
  - b) Imposition of fine (as recommended)
  - c) Disqualification from appearing at a semester examination of the University.
- 3) No student, who has been so expelled/ rusticated shall be admitted to another University Department, college or recognized institution without the permission of the Vice Chancellor, on the recommendation of the Head of the Department, or



- the Principal of the college or recognized institution concerned, within the period of his/her rustication.
- 4) All cases of expulsion, rustication, disqualification and fine shall be reported to the Registrar immediately for confirmation by the Syndicate.
  - 5) If an order of expulsion or rustication is revised by the Head of the University Department or the Principal of a college or recognized institution, this shall be reported to the Syndicate with reasons for revision.
  - 6) Rustication, when imposed on a student, shall always mean the loss of one academic year, in so far as his/her appearance at a University examination is concerned. The period, however, depends upon the time of the year when the penalty is imposed. The student under rustication will have the option for rejoining the class at the beginning of the next academic year/ term and it shall be obligatory on the part of the Department, college or institution, as the case may be, to re-admit him/her if he/she wishes to rejoin.
  - 7) Tuition fee, if any, shall not be charged during the period of rustication, nor shall the name of the rusticated student be maintained on the rolls of the Department, College or institution during this period.
  - 8) If a student, after he has been sent up for a University examination, commits a breach of discipline within or outside the Precincts of the University, College or institution, the Vice-Chancellor, in respect of the University Departments or the Head of the College/ Institution concerned may rusticate the student for the remaining period of the academic year and he/she shall not be permitted to appear in the examination. All cases of such rustication shall be reported to the Syndicate for confirmation, within a reasonable time and if the order is not confirmed by the Syndicate, the student shall be allowed to appear in the examination.
  - 9) All cases of punishment under these statutes shall be entered in the Register of students and notified



among the Heads of the University Departments and the Principals of the Colleges and Institutions.

- 5.21 No student shall be allowed to migrate from one college or Institution to another without inter- college migration having been sanctioned in his/ her favour. The Principal concerned shall not issue the transfer certificate until the migration has been sanctioned by the University;

*Inter-College Migration*

Provided that no student shall ordinarily be allowed to migrate during the session from one college or institution to another after his/her application for admission to the ensuing examination has been forwarded to the University. In genuine cases, however, as that of transfer of a parent/guardian a student could be permitted to be admitted to a college or institution located at the place to which the parent/ guardian has been transferred. Such a student shall be treated as a student of the college/institution to which he migrates.

Provided further that attendance of such a student in the college or institution from where he/she migrates shall be taken into account by the college/institution where he/she is admitted after migration.

- 1) A student desiring to leave the college or a recognized institution, of which he has become a member and joins another college or other recognized institution during an academic year shall: -
  - i) apply for migration on the prescribed form;
  - ii) make payment of all college fees, if any, due upto date;
  - iii) refund whatever scholarship or bursary has been paid to him/her from the college or recognized institution funds, if required by the college or recognized institution to do so;
- 2) Every application for Inter-College migration must be accompanied with a fee as may be prescribed from time to time which shall not be refunded even if the application is rejected.
- 3) Migration shall not be sanctioned unless the Principals of both the Colleges/ Institutions agree



- and the fee as may be prescribed from time to time has been paid.
- 4) When migration of a student has been sanctioned by the University, he/she must join the new college or institution immediately and not later than the 15th day after the migration certificate has been issued.
  - 5) If a student changes his/her mind of migration, he/she must inform the Registrar immediately through the institution from which he/she intended to migrate.
  - 6) No migration certificate can be issued unless the student has been registered already.
  - 7) Inter-college migration shall be allowed only once in an academic year.
  - 8) Tuition fee, if any, shall be payable by the student to the Principal of the college or the recognized institution from which he/she migrates upto and including the month in which he/she obtains the migration certificate. Tuition fee, if any, for the same month shall not be charged by the college or the recognized institution to which he/she migrates.
  - 9) When migration has been sanctioned by the University and the student has made all payments required by these Statutes, the Principal shall grant a transfer certificate on the prescribed form.
  - 10) No student once admitted to a particular department for the post-graduate studies shall be allowed to transfer to another department.
- 5.22 <sup>7</sup>If a student wishes to join another University or educational institution outside the territorial jurisdiction of the University, he/she may be granted a transfer certificate on his/her applying on the prescribed form and paying prescribed fee. In the case of an applicant who is on the rolls of a University Department, college or any other recognized institution, such application shall be forwarded by the Head of the University Department or the Principal of College /Institution concerned.

*Inter-  
University/  
Migration  
Transfer*

<sup>7</sup> University Council resolution dated 25.8.1987



The certificate shall ordinarily be issued within a week after the receipt of the application form and the fee, provided that the form is complete.

No person is entitled to apply on behalf of another person or to receive his/her own or another person's certificate personally from the office. The certificate will always be sent by registered post;

Provided that the Registrar, may, in exceptional circumstances, authorize personal delivery of the certificate to the student or his/her guardian.

Provided further that when a transfer certificate is not demanded by the particular University which a student intends to join, he/she may be granted the following certificates by the Head of the University Department/ College/ Institution last attended by him/her: -

- i) that he/she has not been debarred, rusticated or otherwise disqualified from continuing his/her studies, by the University for any malpractice at any University examination or for any kind of misbehavior; and
- ii) that he/she does not owe any amount to the University;

The Head of the University Department/ College/ Institution shall communicate to the Registrar the particulars of each such candidate, including his registration No. to whom such a certificate is granted.

5.23 <sup>8</sup>Duplicate copy of the Inter-University Transfer Certificate may be granted on payment of prescribed fee;

Provided that duplicate copy of Inter-University transfer certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force, that the applicant has not utilized the original certificate for appearing at an examination and has lost the same or that the same has

*Duplicate  
Inter-  
University  
Migration/  
Transfer  
Certificate*

<sup>8</sup> University Council resolution dated 25.8.1987



been destroyed and that the applicant has a real need for a duplicate;

Provided further that in cases where the Registrar is satisfied that the original certificate was miscarried in post and did not reach the applicant, the requirement of an affidavit may be dispensed with.

- 5.24 <sup>9</sup>In the case of a student who migrates to another University, his/her membership of the University shall lapse until such time he/she may subsequently produce a transfer certificate from the University where he/she has been studying, in order to take some further examination of this University. No fresh registration in such cases shall be necessary;

*Lapse of Membership*

Provided that this lapse of membership shall not debar a student from appearing at an examination of the University in an additional subject of an examination already taken in the university, or from completing an examination of the University for which permission has been granted to him/her before his/her migration.

- 5.25 <sup>10</sup>In case a candidate, who has paid the transfer certificate fee and has not filled the required form, gives up the idea of transfer, half the fee/ full fee paid may be refunded on submission of proper refund application, within three months of the date of payment of the fee.

*Refund of transfer certificate fee in the case of Inter-University transfer*

- 5.26 <sup>11</sup>The fees chargeable from the students admitted to the various courses/ programmes in the Departments maintained by the University shall be notified by the University from time to time

*Admission fee*

Provided that the Vice-Chancellor may on the recommendation of the admission committee of the department concerned grant exemption from payment of admission and other fees to permanently disabled candidates seeking admission to various courses on the merits of each case.

<sup>9</sup> University Council resolution dated 25.8.1987

<sup>10</sup> University Council resolution dated 25.8.1987

<sup>11</sup> University Council resolution dated 17.2.1981



- 1) <sup>12</sup>Notwithstanding anything contained in this chapter, if on an application of a student/ candidate or Head of a University department or Principal of a College/ Institution, the University Council is satisfied that failure to comply with any of the provisions of this chapter was due to a sufficient reason or cause beyond his/her control, the University Council may for reasons to be recorded in writing exempt him/her from the operation of that provision of this chapter.
- 2) (i) 40% of the fee realized on account of breakage of scientific equipment shall be refundable in case it is certified by the respective Head of the Department that no breakage has taken place at the hands of a particular student.
- (ii) The fee realized on account of the following items shall be deposited to the Local Fund of each Department for which a proper account shall be maintained: -
  - (i) Library Deposit
  - iv) Stationery/ Newspapers
  - v) Social Activities fund
  - vi) Literary/ Scientific/ Departmental fund
  - vii) Any other fee as may be decided upon from time to time.
- (iii) The Library Deposit shall be refundable to a student within 3-years from the date of declaration of the result of the Final Examination. The non-claimed amount on this account within stipulated time shall be transferred to the Account maintained by the Department for social activities;
- (iv) The amount paid by the students on account of Students' Aid Fund shall be pooled, and shall be granted amongst deserving students of various P. G. Departments as per the Criteria to be laid

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<sup>12</sup> University Council resolution dated 05.07.1975



down by the University in this behalf from time to time.

- 5.27 No fee shall be refundable after the commencement of teaching work to such of the students as have sought admission to a course/ programme in a department and leave the studies:

*Non Refund  
of fee*

<sup>13</sup>Provided that the transfer of admission fee shall be permitted in favour of such of the students who obtain admission to other course/ programme in any other department of the University.

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<sup>13</sup> University Council resolution dated 05-12-1988



## CHAPTER - VI

### UNIVERSITY CREST AND SEAL

6. University Motto  
The University Motto shall be:-

*Statutes*



तमसो मा ज्योर्गमय

The English translation of the Motto is

*“From darkness to  
light ”*



6.1 University Crest

The University Crest shall be as under:-



The University crest shall have the following:-

*Two concentric circular discs, the inner containing the impressions of a Chinar Tree, an Open Book and a Mashal (torch) and the space between two concentric rings embodying the University Motto.*

The colours of the various Faculties shall be as follows:-

i) Arts	Red
ii) Science	Blue
iii) Oriental Learning	Green
iv) Education	Brown
v) Commerce	Yellow
vi) Social Sciences	Orange
vii) Medicine	Dark Blue
viii) Engineering	Basanti
ix) Music & Fine Arts	Fawn
x) Law	Purple
xi) Dentistry	---



## CHAPTER - VII

### UNIVERSITY TERMS, VACATIONS AND HOLIDAYS

7. The terms and vacations in the University in an academic year both in respect of the Post-graduate classes and classes in the constituent/affiliated colleges and in the recognized institutions shall be such as may be fixed from time to time; *Statutes*
- 7.1 During the 'terms' all teachers of University classes, whether they are maintained by the University or by their respective colleges/institutions, shall be available for instruction, unless they have obtained leave of absence from the competent authority.
- 7.2 Students enrolled in University classes shall be required to attend classes throughout the University terms, whether their classes are working or not, except on approved holidays;
- 7.3 The University shall observe the same holidays as are observed by the Jammu and Kashmir State Government, unless otherwise specified by an order of the Vice-Chancellor;



## CHAPTER - VIII

### CONVOCATION

- |     |  |  |
|-----|--|--|
| 8.  | For the conferment of degrees the body corporate of the University shall meet in Convocation every year at Srinagar on such date as may be fixed by the Chancellor in consultation with the Pro-Chancellor. A special convocation may also be held at such other time as may be found necessary by the University Council. | <i>Statutes<br/>Date and<br/>Venue</i> |
|     | i) <sup>1</sup> The Honorary degrees and other distinctions shall be conferred on eminent persons on the basis of the selection to be made by the Vice-Chancellor, the Pro-Chancellor and the Chancellor.  |  |
|     | ii) <sup>2</sup> Any Honorary degree/distinction conferred by the University may be withdrawn with the prior approval of the Chancellor.   |  |
|     | iii) The Convocation shall consist of the body corporate of the University.  |  |
| 8.1 | Not less than six weeks' notice shall be given by the Registrar of all meetings of the Convocation except in the case of special convocation.  | <i>Notice of<br/>Convocation</i>       |
|     | i) The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.   |  |

<sup>1</sup> University Council Resolution dated 15 - 12 - 1988

<sup>2</sup> University Council Resolution dated 15 - 12 - 1988



- ii) The candidates who passed their examination in the year, after the Convocation held in the preceding year, for which the Convocation is held shall be eligible to be admitted to the Convocation.

Provided that the Vice-Chancellor on the recommendation of the Head of a University Department or the Principal of a College may permit an ex-student of that Department or College to be admitted to the Convocation if he/she has not attended the Convocation at which he/she was due to receive his/her degree.

Provided, further, that the Vice-Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to the foreign countries for further studies or employment on production of documentary evidence from the quarter concerned and on payment of prescribed fees.

- iii) If any candidate fails to give such notice of appearance or does not attend the Convocation after giving such notice, he may apply on the prescribed form to the Vice-Chancellor through the Head of the University Department or the Principal of the College, as the case may be, alongwith the prescribed fee to be admitted to his degree in absentia. On receipt of such application, the Vice-Chancellor shall consider it and may declare the applicant to be admitted to his/ her degree in absentia.
- iv) In case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of Successful candidates in that year to their respective degrees in absentia.

- 8.2 Candidates at the Convocation shall wear the gowns and hoods appropriate to their respective degrees as specified in statutes. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.

*Academic  
Costume*

The academic dress of the University for the Convocation shall be as follows: -



**1. For Chancellor**

Silk robe of Black colour cut after the Oxford style of Chancellor's robe with four inches wide border of Gold thread work and with Gold thread tufts, down fronts, back slit and on sleeves.

**2. For Pro-Chancellor**

Silk robe of Black colour cut after the style of Chancellor's robe with four inches wide border of Gold thread work and with Gold thread tufts, down fronts, back slit and on sleeves.

**3. For Vice-Chancellor**

Silk robe of Black colour cut after the style of Chancellor's robe with four inches wide border of Gold thread work.

**4. For Pro Vice-Chancellor (if any)**

Silk robe of Black colour cut after the style of Chancellor's robe with four inches wide border of Gold thread work.

**5. For Registrar**

Silk gown of Black colour of Oxford style with four inches wide border of Silver thread work.

**6. <sup>3</sup>For Controller of Examinations**

Silk gown of Black colour of Oxford style with four inches wide border of Red coloured silk.

**7. For Members of the University Authorities**

Academic dress with appropriate hood in conformity with the member's academic qualifications for those members who are entitled to wear them; and for others, Black coloured silk gown, Oxford style, with four inches wide border of Red coloured silk.

**8. For D. Sc/ D.Litt.**

Black gown and black hood with the lining in Zafaron colour

<sup>3</sup> University Council Resolution dated 16-2-1976



- 9. For Doctors of Philosophy**  
Black gown and black hood with the lining in Red colour
- 10. For M. Phil**  
Black gown and black hood with the lining in brown colour
- 11. For Masters of Science**  
Black gown and black hood with the lining in Blue colour
- 12. For Bachelors of Science**  
Black gown and black hood with the lining in Light Badami colour
- 13. For Masters of Arts and Social Sciences**  
Black gown and black hood with the lining in Crimson colour
- 14. For Bachelors of Arts and Social Sciences**  
Black gown and black hood with the lining in Light yellow colour
- 15. For Masters of Education**  
Black gown and black hood with the lining in Maroon colour
- 16. For Bachelors of Education**  
Black gown and black hood with the lining in Orange colour
- 17. <sup>4</sup>For Bachelors of Physical Education**  
Black gown and black hood with the lining in White colour
- 18. For Masters of Commerce & Management Studies**  
Black gown and black hood with the lining in Pink colour

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<sup>4</sup> University Council Resolution dated 8 - 12 - 1979



**19. For Bachelors of Commerce & Management Studies**

Black gown and black hood with the lining in Claret colour

**20. For Masters in Law**

Black gown and black hood with the lining in Purple colour

**21. For Bachelors in law**

Black gown and black hood with the lining in Steel Grey colour

**22. For Masters and Doctors in Medicine and Surgery**

Black gown and black hood with the lining in Green colour

**23. For Bachelors of Medicine and Surgery**

Black gown and black hood with the lining in Mauve colour

**24. For Masters in Dental Surgery**

.....

**25. For Bachelors in Dental Surgery**

.....

**26. For Masters in Pharmacy**

.....

**27. For Bachelors of Pharmacy**

Black gown and black hood with the lining in Silver Grey colour

**28. For Bachelors of Engineering**

Black gown and black hood with the lining in Scarlet colour

**29. For Bachelors in Music and Fine Arts**

Black gown and black hood with the lining in fawn colour

**30. For Bachelors in Unani Medicine and Surgery**

Black gown and black hood with the lining in Silver Grey colour



- 8.3 <sup>5</sup>For the award of degrees at the Convocation regular students shall formally be presented to the Chancellor, or in his absence, to the Pro-Chancellor, or in the absence of both, to the Vice-Chancellor by the Deans of various Faculties in the case of Doctorate, M. Phil and Master's degree and by the Principals of affiliated and constituent colleges, or in their absence, by their accredited representatives in respect of other degrees. The students enrolled by the Directorate of Distance Education shall be presented by the Director, Directorate of Distance Education or his accredited representative. The Controller of Examinations shall present all private candidates attending the Convocation.
- i) Degrees to graduates attending the Convocation shall be supplied to them through the concerned Head of the University Department or the Principal of the College, as the case may be, provided that private candidates shall get their degrees at the University office after the Convocation is over.
  - ii) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro Vice Chancellor, if any, the Registrar and the Controller of Examinations shall wear their special robes. Members of the University Council, the Syndicate and the Academic Council shall wear the proper academic costumes of the University of which they are graduates or that prescribed by the University.
  - iii) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, if any, the Registrar, the Controller of Examinations, members of the University Council, the Syndicate and the Academic Council and the Principals of constituent/ affiliated colleges, not otherwise represented, shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Pandal: -  
The Registrar;

<sup>5</sup> University Council Resolution dated 16 - 2 - 1976



- The Controller of Examination;  
The Pro Vice-Chancellor, if any;  
The Vice-Chancellor;  
The Pro-Chancellor;  
The Chancellor;  
The Chief Guest;  
The Deans of the Faculties;  
Members of the University Council;  
Members of the Syndicate;  
Members of the Academic Council;  
Principals of constituent/ affiliated colleges not otherwise represented.
- iv) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, if any, the Registrar, the Controller of Examinations and members of the University Council, the Syndicate and the Academic Council shall take their seats on the pandal in places reserved for them.
- v) On the procession entering the pandal, the candidates and the audience shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, if any, the Registrar, the Controller of Examinations and the members of the University Council, the Syndicate and the Academic Council have taken their seats.
- vi) The Registrar having obtained the consent of the Chancellor, or, in his absence, of the Pro-Chancellor, or in the absence of both, of the Vice-Chancellor shall declare the Convocation open. Immediately thereafter, the University Tarana, reproduced in Appendix-G will follow.
- vii) The Vice-Chancellor shall, after the Tarana is over, make his report.
- viii) After the Vice-Chancellor has made his report the Chancellor will introduce the Chief Guest and request him to address the Convocation.



- ix) When the Convocation address is over the Chancellor will thank the Chief Guest and say a word of advice to the graduates of the year.
- x) The Chancellor, or in his absence, the Pro-Chancellor or, in the absence of both, the Vice-Chancellor, shall then say, "Let the candidates be presented".
- xi) The candidates for each degree shall then be presented by the Deans of the various Faculties and the Principals of the affiliated and constituent colleges, or, in their absence, by their accredited representatives, or, the Registrar, or, the Controller of Examinations or the Director, Directorate of Distance Education as the case may be, at one and the same time in the following form:-  
"Sir, I present to you..... candidate(s) for the degree of ..... whose names have been set forth in the list of candidates attending the convocation and who have been examined and found qualified for the degree of ..... to which I pray they may be admitted".
- xii) When candidates for the degrees have been presented, the Chancellor, or the Pro-Chancellor, or the Vice-Chancellor, as the case may be, will admit the candidates in the following order: -
1. D Sc/ D Litt;
  2. Doctor of Philosophy;
  3. M D and M S
  4. M D S
  5. M Phil;
  6. M Pharma
  7. L L M
  8. Master of Arts;
  9. Master of Social Sciences;
  10. Master of Science;
  11. Master of Commerce



12. Master of Education;
13. M P E.;
14. Master of Library and Information Science;
15. Bachelor of Law;
16. Bachelor of Pharmacy;
17. Bachelor of Education;
18. Bachelor of Medicine and Bachelor of Surgery;
19. B U M S;
20. B D S
21. Bachelor of Engineering;
22. Bachelor of Physical Education;
23. Bachelor of Music and Fine Arts;
24. Bachelor of Arts;
25. Bachelor of Science;
26. Bachelor of Commerce;
27. B C A and
28. B B A

The Chancellor, or, in his absence, the Pro-Chancellor or in the absence of both, the Vice-Chancellor shall then admit the candidates to the degree in the following words: -

*“By virtue of the authority vested in me as the Chancellor/ Pro-Chancellor/ Vice-Chancellor of the University of Kashmir, I admit you to the degree of ..... in this University and charge you throughout your life to prove worthy of the same”.*

- xiii) After the degrees have been conferred, recipients of University certificates of merit, medals, and prizes and representatives of University Departments and colleges which have won University Trophies, shall be called out individually by the Registrar and shall stand before the Chancellor/ Pro-Chancellor/ Vice-Chancellor, who shall present the certificates, medals, prizes or trophies;



- xiv) <sup>6</sup>When all the candidates have been admitted to their degrees and the certificates, medals, prizes and trophies have been presented, the Registrar shall with the permission of the Chancellor, or in his absence of the Pro-Chancellor, or in the absence of both, of the Vice-Chancellor declare the Convocation closed.
- xv) The procession will then leave the Convocation pandal in the same order as that in which it entered, the graduates and the audience standing.

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<sup>6</sup> University Council Resolution dated 21-09-1977



## CHAPTER - IX

### UNIVERSITY SCHOLARSHIPS

9. The University scholarships shall be awarded to the Under-graduate students securing the first ten positions in the B.A/B.Sc/B.Com Examinations and to the students securing the first three positions in the Oriental Classical and Modern Indian Languages examinations at the rates which may be prescribed by the University, provided that the conditions laid down in these Statutes are fulfilled by the candidates.

*Statutes*

*Under-graduate Scholarships*

Provided further that the scholarship shall not be awarded to a student who is not placed in the 1<sup>st</sup> division in the examination on the basis of which the scholarship is awarded.

- i. These scholarships are not tenable for professional courses.
- ii. The scholarships awarded in Oriental Classical and Modern Indian Languages are special scholarships in these languages and are not tenable for studies in other lines.
- iii. These scholarships are tenable from the date of admission of a student to the concerned class upto the last date of his/her next University examination after being on the rolls of an institution.

Provided that the scholarships in respect of O.C.&M.I.L. courses shall be tenable for two years



- except when a student appears in the next University examination after being on the rolls of the institution for one year in which case the scholarship shall be tenable for one year only.
- iv. Students who are eligible for award of scholarships under the above statute must be on the rolls of an affiliated college or recognized institution of the University.
  - v. Scholarships shall be payable by terms, provided that the scholarship holder has passed the last terminal examination according to the University standard;

Provided further that in the case of B.A/ B.Sc/B.Com. Part II course, if he/she does not pass the second year examination according to the University standard he/she shall forfeit the scholarship. The last date of a terminal examination in a college shall be deemed as the end of a term for the purpose of disbursing scholarships.

- vi. The award of these scholarships shall be subject to the production of certificates to the following effect from the Head of the institution in which the students are enrolled:-
  - 1) *For regular attendance*- Except for reasons of illness the scholarship holder must obtain 80 per cent of the total number of class attendances;
  - 2) *Progress certificates*—the scholarship holders must pass the terminal examinations if held, according to the University standard for that class.
  - 3) *Conduct certificate*—A certificate to the effect that the scholarship holder's conduct has been satisfactory.
- vii. The scholarship shall stop forthwith when a student is in receipt of the same and gives up his/her studies during the period he/she is normally to remain on the rolls of an affiliated



- college or recognized institution provided that in the event of sanctioned migration, when he/she is admitted in any other institution affiliated to the University, the scholarship shall continue.
- viii. A scholarship which has been forfeited may be re-awarded on the same conditions for the remainder of the term to the next student available in order of merit, subject to these Statutes.
- ix. Scholarships to bracketed students shall be awarded as follows:-
- i) the total amount distributed should not exceed the amount provided in the budget;
  - ii) if two or more students are bracketed for a scholarship the scholarship shall be added to the scholarships or lower denominations, if any, the consolidated amount bring distributed equally among the students.
- 9.1. <sup>1</sup>There shall be two scholarships of the value of Rs.200/- p.m. one merit and other merit-cum-means, awarded every year in each class at the PG level to the students of 1<sup>st</sup> cum-2<sup>nd</sup> and 3<sup>rd</sup>-cum-4<sup>th</sup> Semester/ Annual pattern separately as the case may be.
- i) <sup>2</sup>The scholarships shall be paid from the date of admission of the student to the Semester course upto the last date of examination held for that semester course provided that such period does not exceed six calendar months.
- <sup>3</sup>Provided that in respect of the courses the examinations where of are held at the end of each year, the scholarship shall be payable to the students upto the last date of examination held thereof subject to the condition that the period does not exceed 12 calendar months.
- Provided also that necessary deduction will be made for the days or part of the days the

*Post-graduate  
Scholarships*

<sup>1</sup> University Council resolution dated 17.2.1981

<sup>2</sup> University Council resolution dated 8.12.1979

<sup>3</sup> University Council resolution dated 23.10.1973



scholarship holder remains absent from the class. This will be calculated on the basis of the value of the scholarship and the number of working days in a particular month.

Provided, further that a student will be eligible to get one scholarship at a time on the condition that he/she is not in receipt of any other scholarship or stipend from the State or the Central Government or the University Grants Commission or any other agency or any income through a part-time or a whole-time job. Students enjoying any such scholarship or stipend or any income will be required either to surrender it or the scholarship granted by the Department will be cancelled. Necessary undertaking will be secured from the student to this effect before any part of the scholarship is paid to him.

- ii) The merit of the prospective students for award of scholarship at the entry level to Post-graduate course/programme in the respective teaching departments shall be determined on the basis of merit/marks obtained in the Entrance Test conducted by the University for each course/programme separately; provided however that the scholarships to the students possessing equal merit shall be awarded in accordance with the procedure laid down in Statute 10.
- iii) In the case of all semester/term examination, except that of the first semester/term examination, a candidate shall be required to secure not less than 50 per cent marks in all courses/papers in one attempt in the examination and continuous/internal assessment (wherever provided for) separately, when alone he/she alone will be considered eligible for the award of scholarship.
- iv) The progress of the scholarship holders shall be watched by the Head of the Department and due consideration shall be given to seminar work of the student. In case it is established by the Head of the



Department that the scholarship-holder does not maintain the required progress, the scholarship granted to him/her shall be forfeited and granted to a more deserving student. The award of scholarship shall be subject to the regular attendance of the student in the class, which shall not be less than 80 per cent of the total number of lectures, tutorials, practicals and seminars and his/her good conduct.

- v) The teaching staff of the concerned University Department shall constitute the Selection Committee for assessing the comparative merit of the applicants for scholarships in accordance with these statutes.

- 9.2. <sup>4</sup>Four research scholarships shall be allocated to each Department/Research Centre which has been authorized to enroll scholars for carrying out research leading the award of M.Phil/Ph.D. degree.

*University  
Research  
Scholarships/  
Fellowships*

Provided that if a Department/Centre is unable to utilize scholarship/s assigned to it, the same may be awarded temporarily to other deserving scholars particularly in Departments /Centres where the number of scholars is large.

<sup>5</sup>Provided further that in the Centre of Central Asian Studies there shall be one scholarship in each discipline.

- 9.3. A contingency grant on the above rates shall be granted annually to such of the research scholars who are not in receipt of any research scholarships/ fellowships/ stipend/salary from any source.

The contingency may be utilized in accordance with the following guidelines:-

- i) The assistance under the scheme is meant to encourage the growth of a climate of research work in the University and to encourage research work by those students who may not otherwise be able to

<sup>4</sup> University Council resolution dated 23-10-1973

<sup>5</sup> University Council resolution dated 30-03-2009



- get financial support for their research projects with the help of the Fellowship/ Scholarship from any source;
- ii) University may constitute for this purpose a Committee (or Committees, one each for Sciences, Humanities and Social Sciences and Engineering subjects) which may include the Dean of Faculty concerned and other members from various departments as the University may decide to consider requests from individual scholars appointed by supervisor's recommendation for support of their research work. The Committee(s) may meet as often as necessary.
  - iii) Requests from research workers seeking support from this fund should indicate briefly the research work already undertaken with the help of facilities available in the University Department, the present stage of research work and the purpose for which the support is needed in the furtherance of his research work. In case of the research work, which is yet to be started the request should clearly specify the objective.
  - iv) The grant is not intended for meeting expenditure on furnitures etc., or items normally provided by the Department/ Institute/ Centre.
  - v) The non/consumable articles purchased out of the grant will be first entered in the accession stock register of the Library/Store of the concerned Department and then the article will be issued to the research scholar so as to ensure that on expiry/ termination/ relinquishment of research work, these are returned to the Department.
  - vi) For all expenditure out of the grant a certificate from the Supervisor to the effect that the expenditure incurred is in furtherance of the approved research project.
  - vii) Travel allowance or field work connected with the research work will be admissible according to the rules laid down by the University.



- 1) The research scholar shall have to present to the University quarterly report about his/her work through his/her Supervisor who shall give his/her remarks about the progress of the work.
- 2) The permanent residents of the State of Jammu and Kashmir shall only be eligible for the scholarship. The Syndicate however, may waive this condition in exceptional cases where the candidate has undergone his/her studies in an institution affiliated to this University or a Department of the University.
- 3) The scholars shall comply with all statutory requirements prescribed for registration for the Degree of Ph.D.
- 4) The selected scholars shall not accept or hold any appointment paid or otherwise, during the tenure of the award and they shall undertake at the University Department where they are carrying out their research work an approved teaching assignment of five to six hours a week without any remuneration.
- 5) No research scholar shall, without the previous permission of the Board of Research Studies concerned, join any other course of study or appear at any other examination conducted by the University or a Public Body.
- 6) The scholarships shall be sanctioned on the recommendation of a Selection Committee to be appointed by the Vice-Chancellor of which the Head of the Department concerned shall be the Convener.  
Applications for the research scholarships shall be made by the Heads of Departments/Centres to the Registrar, alongwith the recommendations of the Selection Committee in each case.
- 7) The names of the scholars provisionally approved by the Vice-Chancellor for the award shall be communicated by the Registrar to the Department concerned.
- 8) On receipt of this communication the Head of the Department concerned shall furnish to the Registrar within one month, the exact date on which the scholar commenced his research work under the scheme



together with a bond duly executed by the scholar in the prescribed proforma.

- 9) In the event of scholar discontinuing before the completion of the period of two years without the previous permission of the Vice-Chancellor, he/she shall be liable to refund the entire amount received by him/her. If a scholar due to one reason or the other is not in a position to complete the full period of award, he/she should send his/her application for leaving the scheme and obtain the permission of the Vice-Chancellor before actually relinquishing the award. If the Vice-Chancellor considers that the reasons given are valid and satisfactory, the scholar may be released from the scheme and the condition for the recovery of the scholarship paid to him/her may be waived.
- 10) The scholarship for a particular month shall be paid to the scholar in the first week of the following month through the Head of the Department/Centre where he/she is working, in presentation of a bill.
- 11) A scholar under this scheme is entitled to enjoy one month's leave in a year in addition to the general holidays with the approval of his/her supervisor. The general holidays do not, however, include the vacations, i.e., summer and winter. The year for this purpose is reckoned from the date of registration. In extraordinary circumstances such as serious illness etc., leave without remuneration may be granted with the approval of the Vice-Chancellor on production of a medical certificate.  
Provided the women awardees of the University Research Scholarship may be permitted by the Vice-Chancellor, on the recommendation of the Supervisor and the Head of the Department concerned to avail of maternity leave to the extent of three months once during the tenure of the scholarship.
- 12) The Vice- Chancellor shall be competent to suspend or withdraw a scholarship if it is reported that the progress or conduct of a scholar has not been satisfactory or registration of the scholar is otherwise cancelled.
- 13) No student who is in receipt of any other scholarship or stipend including National Loan Scholarship from the



State or the Central Government or the University Grants Commission shall be eligible for grant of University scholarship even though he/she satisfies the requirements for this grant; provided that student enjoying any such scholarship or stipend shall be required to surrender one of the two scholarships. Necessary undertaking shall be secured from the student to this effect before any part of the University scholarship is paid to him/her.

- 14) The Vice-Chancellor shall be the sanctioning authority for all University scholarships.

#### **AWARD OF NEHJUL BALAGH SCHOLARSHIP/ FELLOWSHIP**

##### **Regulations:**

1. Notwithstanding anything contained under any one of these regulations made hereunder except regulation 7, the fellowship shall be awarded to a full time scholar pursuing research leading to the award of M. Phil or Ph. D degree in Islamic Studies on approved topics related to Nahjul Balagha. Candidates claiming the fellowship while pursuing M. Phil courses must fulfill the following pre-requisitions as well:
 

Essential:	a)	Masters degree in Islamic Studies or Arabic with at least 55% marks in aggregate.	<i>Eligibility conditions</i>
	b)	Good academic record.	
Desirable	a)	well versed in classical Arabic	<i>Selection of Research fellow(s)</i>
	b)	good knowledge of English	
2.
  - a) Subject to regulation 3 the selection of a Research Fellow shall be made on the recommendations of a Selection Committee.
  - b) The recommendations of Selection Committee shall be made on the basis of candidate/s academic record and evidence of research aptitude.



- |   |   |
|---|---|
| <p>3. The Selection Committee mentioned under regulation 2 shall have the following members:</p> <p>a) Dean, Faculty of Social Science;</p> <p>b) Head, Shah-i-Hamadan Institute of Islamic Studies;</p> <p>c) A renowned Islamic scholar with specialization in Nehjul Balagh and related studies; and</p> <p>d) Nominee of the Vice-Chancellor.</p>   | <p><i>Constitution of Selection Committee</i></p> |
| <p>4. The value of the fellowship for M.Phil/ Ph.D shall be in accordance with the fellowships awarded by the University of Kashmir.</p>  | <p><i>Source of award</i></p>                     |
| <p>5. The amount awarded under regulation 4 will be the income earned by way of investment or fixed deposit of the amount provided by the All India Nahjul Balagha Society for the purpose.</p>   | <p><i>Value of award</i></p>                      |
| <p>6. The fellowship shall be awarded for one year for the pursuit of M. Phil degree. However, in case the candidate fails to submit his M. Phil dissertation within the stipulated tenure period the fellowship may be extended for a further period of six months only. For Ph. D programme the tenure of the fellowship shall in no case extend after the expiry of 2 years.</p>   | <p><i>Tenure of the fellowship</i></p>            |
| <p>7. Notwithstanding anything contained in regulation 6 and 1, a research scholar shall not be entitled to Nehjul Balagh Research Fellowship where;</p> <p>a) He/She is not a full time research scholar; or</p> <p>b) He/She accepts any appointment or receives any other scholarship, salary or stipend during the tenure of the fellowship; or</p> <p>c) He/She fails to submit through the supervisor quarterly reports on the progress of research, or</p> <p>d) The progress of work is considered unsatisfactory by the Head of the Department of Shah-i-Hamdan Institute and the Supervisor of the Scholar.</p> | <p><i>Termination of Fellowship</i></p>           |



8. If any one of the conditions mentioned under regulation 7 is not satisfied, the supervisor of the Scholar shall inform the Head of the Shah-i-Hamdan Institute who shall in turn inform the Dean, Faculty of Social Sciences.
9. The Dean, Faculty of Social Sciences after receiving the requisite information under regulation 8 shall constitute a Committee of the following persons to look into the matter;
- a. Dean, Faculty of Social Sciences;
  - b. Head of the Shah-i-Hamdan Institute of Islamic Studies; and
  - c. Supervisor of the concerned scholar.
10. If a fellow wishes to leave the fellowship before the completion of the tenure he/she shall have to obtain prior approval of the University.  
Before disbursement of fellowship a scholar shall be required to furnish an affidavit attested by a 1<sup>st</sup> Class Magistrate to the effect that in case he/she fails to submit his/her M.Phil dissertation within a prescribed period or his/ her progress of work is not found satisfactory, the fellowship shall stand terminated and the amount of fellowship received by him/ her shall refund the amount of fellowship immediately.

*Procedure for  
the  
termination of  
fellowship*

*Relinquish-  
ment of  
Fellowship*

**<sup>6</sup>AWARD OF LATE SYED AHMAD SHAH QURESHI  
SCHOLARSHIP/ FELLOWSHIP**

**Regulations**

1. There shall be one scholarship known as "Late Syed Ahmad Shah Qureshi" of the value of Rs. 200/- per month.
2. <sup>7</sup>The scholarship shall be awarded for the full term to a post graduate student who is a resident of Karnah and whose father is a non-gazetted employee posted at

<sup>6</sup> University council resolution dated 10-02-1999

<sup>7</sup> University council resolution dated 17-01-2001



- Karnah in any of the Government Departments, from among the meritorious students studying in any of the PG Departments falling under the purview of Faculty of Social Sciences.
3. The scholarship will be awarded on monthly basis out of the income accruing from the endowment of Rs. 25,000/-made by Begum M. Qureshi, 231, Vir Marg, Jammu.
  4. The criteria involved in the selection of a candidate for the award shall be in the M.A. previous class selection shall be made on the basis of the merit obtained at entrance test examination conducted for admission to M. A. Previous class. Likewise in the final year class, on the basis of marks obtained at previous level. It shall, however be taken into consideration at the time of selection that such a candidate has passed the M.A. previous examination in first attempt.
  5. Application from the desirous candidates shall be invited by the Dean, Faculty of Social Science within fifteen days from the date of classification in each course. The applications shall be accompanied with the following testimonials:
    - a) Marks certificates of B.A 3 year General Course/ M.A. previous class;
    - b) State Subject Certificate;
    - c) A certificate from the Tehsildar concerned certifying therein that the claimant is a permanent resident of the concerned pahar region and is the son/ daughter of a non-gazetted school teacher;
    - d) An affidavit duly sworn in before the 1<sup>st</sup> class Magistrate to the effect that the candidate is not in receipt of any kind of Scholarship whatsoever from any other source.
  6. The Selection Committee shall forward its recommendations through the Dean of the Faculty to the Dean Academics who shall accord sanction to the award of the scholarship.



7. The selection committee for award of the scholarship shall consist of: -
  - a) Dean, Faculty of Social Sciences;
  - b) All the Heads of the Departments falling under the purview of the Faculty of Social Sciences.



## CHAPTER - X

### MEDALS, PRIZES AND CERTIFICATES OF DISTINCTION

10. Unless otherwise provided in these Statutes Medals and Cash prizes shall be awarded annually to the eligible candidates. *Statutes*
- 10.1 <sup>1</sup>University Gold Medals of the value to be determined by the Vice-Chancellor from time to time shall be awarded by the University every year, in respect of the following examinations in the manner hereinafter appearing: - *University Gold Medals*
- a) B. A;
  - b) B. Sc;
  - c) B. Com;
  - d) B.B.A
  - e) B.C.A
  - f) B.Sc. IT
  - g) B.E (Civil, Electrical, Electronics and Mechanical);
  - h) Honours examination in Kamil Kashmiri;
  - i) Each subject of M.A and M.Sc;
  - j) M. Com and M.B.A;
  - k) LL. M;
  - l) M. Ed;

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<sup>1</sup> University Council Resolutions dated 21-9-1977 & 24-7-1986



- m) M. Lib. Science; and
  - n) Other degree examinations conducted by the University for which the qualifying examinations for admission is B.A/B.Sc/B.Com.
  - i) Only those candidates who have taken and passed the examination as a whole in the first attempt at the Annual Examination and secured first class first position shall be entitled for the award of a Gold Medal.
  - ii) <sup>2</sup>Candidates bracketed for the first position shall be awarded separate Gold Medals.
  - iii) The medal shall be of circular shape with the following inscriptions: -
    - Side I Name of the Medal, University Crest and the Year of award.
    - Side II Name of the recipient, examination with subject (wherever necessary)
- 10.2 Dr. Zakir Hussain Gold Medal shall be awarded to a regular candidate who has been adjudged as the best graduate of the year in accordance with the Statutes hereinafter appearing.
- i) A candidate who has passed the B.A/ B.Sc/ B.Com examination in first attempt and with at-least first division in the aggregate shall be eligible to be considered for the award of the medal.
  - ii) The principals of the affiliated colleges imparting instructions for the B.A/ B.Sc/ B.Com course shall recommend to the Registrar at least two candidates who satisfy the condition laid down under Statute 3 giving the following information: -
    - a) a statement indicating the full particulars of the candidates with parentage including the permanent home address/ present address for correspondence, Roll number, total marks obtained in the examination;
    - b) details of extra -curricular activities;

**Dr. Zakir  
Hussain Gold  
Medal**

<sup>2</sup> University Council Resolution dated 25-08-1987



- c) copies of the certificates, if any, received by the candidate/s for extra-curricular activities including those received on account of participation in Social Service Camps, games and other cultural activities.
- d) The information received from the Principals shall be placed before a Selection Committee, to be appointed annually by the Syndicate, for adjudging the best graduate of the year.
- e) The over-all merit of the candidates recommended by the Principals of the college shall be as determined by the Selection Committee according to the procedure given below: -

the total number of marks secured by each candidate in the examination shall be reduced to the base of 70 marks extra-curricular activities including Social Services, games and other cultural activities and for personality and viva-voce according to the break up mentioned hereunder:

- (i) Extra - curricular activities            15 marks
- (ii) Personality and viva - voce            15 marks

- f) The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor.
- g) The medal shall be of circular shape with the following inscriptions: -

Side I    Doctor Zakir Hussain Gold Medal,  
University Crest and year of award

Side II    Name of the recipient with examination.  
Best graduate of the year.

- 10.3 <sup>3</sup>Hazrat Sultan-ul-Arfeen Sheikh Hamza Makhdoom Gold Medal provided by M/s Alison Motors, Sonwar, Srinagar shall be awarded to the scholar who has secured at least, grade "A" in all the components of M. Phil programme in Persian.

*Hazrat Sultan  
ul Arfeen  
Sheikh  
Hamza  
Makhdoom  
Gold medal*

<sup>3</sup> University Council Resolution dated 4-8-1983



- i) The medal shall be of value of the yearly revenue of the amount provided by M/s Alson Motors and kept in a scheduled Bank as a fixed deposit.
- ii) In the event of a tie, the candidate having obtained the highest percentage of marks in the M. A. Examination in Persian shall be awarded the medal.
- iii) In case no scholar is eligible for award of the medal in a particular year, the revenue accrued shall be credited to the principal amount.
- iv) The medal shall be of circular shape with following inscriptions: -
  - Side I Name of the medal, University Crest and year of award
  - Side II Name of the recipient, Name of the examination

10.4 <sup>4</sup>Ghani Kashmiri Gold Medal provided by the Indo-Iran Society shall be awarded to the candidate who has taken and passed M.A. examination in Persian as a regular candidate of this University at the Annual examination and has secured first class first position in first attempt.

*Ghani  
Kashmiri  
Gold Medal*

- i) The medal shall be of the value of the yearly revenue of the amount provided by the Indo-Iran Society and kept in a Bank as a fixed deposit.
- ii) In the event of a tie the awardee shall be selected by a committee appointed and presided over by the Head of the Department of Persian on the basis of the following: -
  - a) Aggregate marks secured in the subject of Persian in the B.A. Examination and the marks secured in the M.A. Examination; and
  - b) Conduct, behaviour and the departmental impression.
- iii) The medal shall be awarded to the selected candidate at the Annual Convocation or at a special function arranged by the Post-graduate Department

<sup>4</sup> University Council Resolution dated 28 - 7 - 1972



of Persian in the year in which the Convocation is not held.

- iv) The name, marks obtained and other relevant information of the awardee shall be communicated to the Secretary, Indo-Iran Society, New Delhi, every year.
- v) The medal shall be of circular shape with the following inscriptions:-
  - Side I
    - i) Indo Iran Society
    - ii) Ghani Kashmir Gold medal
    - iii) University Crest
    - iv) Year of award
  - Side II
    - i) Name of the recipient
    - ii) M. Phil Persian

- 10.5 <sup>5</sup>Sheri Kashmir Gold Medal provided by all Jammu and Kashmir Muslim Auquaf Trust shall be awarded to the regular candidate who has taken and passed the M. A. Kashmiri examination in the first attempt as a whole at the annual examination with first class first position.

*Sheri Kashmir  
Gold Medal*

- i) The value of the medal shall be made available by the Muslim Auquaf Trust to the University every year for its preparation.
- ii) In the event of a tie between two or more candidates the medal shall be awarded to the candidate who has secured highest percentage of marks in the eight courses of second and fourth semester examinations.
- iii) The medal shall be of circular shape with following inscriptions: -
  - Side I Sher-i-Kashmir Gold Medal, University Crest, Year of award
  - Side II Name of the recipient M. A (Kashmiri)

- 10.6 <sup>6</sup>J&K Bank Gold and Silver Medals shall be awarded to the candidates who have taken and passed the B. Com.

*J&K Bank  
Gold and  
Silver Medal*

<sup>5</sup> University Council Resolution dated 28 - 7 - 1972

<sup>6</sup> University Council Resolution dated 26 - 7 - 1978



- Examination as a whole at the annual examination and have secured first class first and second positions, respectively.
- i) The value of the medals shall be made available by the J&K Bank Ltd., to the University by the end of April every year.
  - ii) In the case of a tie for first class first position the Gold Medal shall be awarded to the candidate who has secured highest marks in the final part of the examination and the Silver Medal to the next candidate. The tie in the case of Silver Medal shall also be decided accordingly.
  - iii) The Medals shall be of circular shape with the following inscriptions: -
    - Side I J&K Bank Gold/ Silver Medal  
University Crest and Year of award
    - Side II Name of the recipient Final Examination  
B.Com.
- 10.7 A gold medal provided by the Hindustan Machine Tools Ltd shall be awarded to the candidate who has secured the first class first position in the Mechanical Branch of the Bachelor of Engineering Examination. The other conditions shall be the same as in the case of University Gold Medals.
- Hindustan  
Machine  
Tools Gold  
Medal*
- 10.8 <sup>7</sup>Lion's Club R.R. Sahai gold medal shall be awarded to a candidate who has taken and passed post graduate examination of this University in the subject of Economics or Education as a whole and in first attempt at the annual examination and secured first class first position.
- Lion's Club  
R. R. Sahai  
Gold Medal*
- i) The value of the medal shall be Rs. 1,000/- only and it shall be awarded only after the amount is made available to the University by the Lion's Club on or before 1<sup>st</sup> July every year.

<sup>7</sup> University Council Resolution dated 28-3-1979 and 17-02-1981



- ii) In case of tie the medal shall be awarded to the candidate who has got higher marks in the second and fourth semester examinations taken together.
- iii) The medal shall be of circular shape with the following inscriptions: -  
 Side I Lion's Club R. R. Sahai Gold Medal, University Crest, year of award  
 Side II Name of the Recipient, examination with subject.
- 10.9 <sup>8</sup>Dr. Mohammad Yasin Ghazipuri Gold Medal provided by Dr. (Mrs) Madhvi Yasin shall be awarded to the candidate who has taken and passed M. A. Examination in History as a regular student of this University at Annual Examination and has secured first class first position in first attempt. **Dr. Mohammad Yasin Ghazipuri Gold Medal**
- i) The medal shall be of the value of the yearly revenue of the amount provided by Dr. (Mrs.) Madhvi Yasin and kept in a Bank as a fixed deposit.
- ii) In the event of tie the medal shall be awarded to the candidate who has secured highest marks in the University examination (excluding Continuous Assessment).
- iii) The medal shall be of circular shape with the following inscriptions: -  
 Side I Dr. Mohammad Yasin Ghazipuri Gold Medal. University Crest, Year of award  
 Side II Name of the recipient. M. A. History
- 10.10 <sup>9</sup>The cash prizes provided by Dr. Ghulam Mohi-ud Din Falahi Aaam Charity Trust each of Rupees one hundred and fifty shall be awarded to the candidates who have secured the highest percentage of marks in the following examinations: - **Doctor Ghulam Mohi - ud Din Falahi Aaam Charity Trust Cash prizes**
- a) M.B.B.S. Examination  
 b) B.Sc. Examination (Male candidates)  
 c) B.Sc. Examination (Female candidate)

<sup>8</sup> University Council Resolution dated 26 - 12 - 1985

<sup>9</sup> University Council Resolution dated 28 - 8 - 1987



- i) Only such candidates shall be entitled to the prizes who take and pass their all the regular/ annual examination for the MBBS and B.Sc. Courses as a whole in first attempt.
- ii) In the event of a tie, the prize shall be awarded to a student who has secured highest marks in the first, second, pre-final and Final MBBS examinations taken together, or Higher Secondary Part II, B.Sc examinations taken together, as the case may be.
- iii) An amount of Rs. 450/- shall be provided to the University by Dr. Ghulam Mohi-ud-din Falahi Aaam Chairty Trust by the end of June every year.
- 10.11 A cash prize of Rs. 250/- offered by Smt. Yasho Karan Singh shall be awarded to the regular candidate who has been adjudged as the best female graduate of the year in accordance with the procedure laid down in statutes 6 (a to e). **Smt. Yasho Karan Singh Cash prize**
- 10.12 <sup>10</sup>Dr. P. Kachroo cash award of Rs. 200/- shall be made each year to a first class first position holder in M. Sc (Botany) Examination having secured not less than 60% marks in the aggregate. **Dr. P. Kachroo Cash Award**
- i) In the event of a tie the award shall be made to the student having secured highest marks in the subject of Botany of B. Sc. Examination.
- ii) The name of the awardee shall be notified, at least, three weeks before the award.
- iii) The amount shall be made available from the yearly revenue of the amount of Rs.2,000/- paid by Prof. P. Kachroo and kept in fixed deposit in the Bank.
- iv) Each medal/cash prize shall carry a testimonial in the shape of a certificate signed by the Controller of Examinations indicating therein full particulars of the recipient and the details of the Medal/ Cash Prize awarded.
- v) In the case of a dispute in an award of a Medal/ Cash prize, the decision of the Vice-Chancellor shall be final.

<sup>10</sup> University Council resolution dated 25.8.1987



10.13 Certificates of distinction shall be awarded by the University every year to the candidates who have secured first class first position in the examinations conducted by the University for various degrees, diploma and certificate courses.

*Certificates of distinction*

10.14 For the purpose of institution of prize awards for the University examinations, the institute will create a separate fund "Prize Award Fund for the University Examinations" depositing a lump sum amount in the fixed deposit, and the prizes will be instituted out of the income accruing there from.

*Company Secretary-ship Cash prize*

i) The prize will be known as "Company Secretaryship cash prize of Rs. 200/" constituted by the Institute of Company Secretaries of India, ICSI House, 22 Institutional Area, Lodi Road, New Delhi 110003, for best performance in "Company Law" paper of at least 100 marks in B. Com (Hons) or B. Com or B.A. Corporate Secretary-ship examination. If there is not ful-fledged/ Independent paper on "Company Law" subject included in the aforesaid examinations in any University, the prize will be instituted for securing highest marks amongst successful candidates in B. Com(Hons) or B.Com. or B.A. Corporate Secretary-ship Examination.

ii) The prize will be awarded each year to the candidate who obtains highest percentage of marks in "Company Law" paper from amongst successful candidates, in first attempt, in B. Com. (Hons) or B.Com or B.A. Corporate Secretary-ship examination with first division provided the marks obtained in the said paper are not less than 65 percent. **OR**

In aggregate from amongst successful candidates, in the first attempt, in B.Com (Hons) or B. Com or B.A Corporate Secretary-ship examination provided that the aggregate is not less than 65%.

iii) The cash prize alongwith a merit certificate will be presented to the winner at the Annual convocation function organized by the University which may be



- attended by one or two office bearers of the Regional council/ Chapter concerned.
- iv) In the case of tie between two or more candidates eligible for prize award, the prize amount may be equally divided and paid to the winners.
- v) In the event of no candidate being found eligible for award, the income accruing from the fixed deposit will be added to the prize award fund.
- vi) On receipt of the intimation from the University authorities about the prize winners, the Institute will send the prize money alongwith merit certificate to the University authorities for presentation to the candidates at the Annual Convocation function.
- 10.15 To the candidate who has secured the first class first position in the M. Sc Physics Examination. The other conditions shall be same as in the case of University Medals. ***Prof. Rais Ahmad Gold Medal***
- 10.16 To the candidate who shall be adjudged as the best law graduate of the year in accordance with the procedure set forth for the purpose. ***Prof. A. A. Wani, Gold Medal***
- 10.17 <sup>11</sup>The gold medal shall be awarded to the outstanding scholar of M.Phil/ Ph.D pursuing Research through the Iqbal Institute, University of Kashmir. ***Prof. Jagen Nath Azad, Gold Medal***
- 10.18 <sup>12</sup>The gold medal shall be awarded to the 1<sup>st</sup> class 1<sup>st</sup> position holder of a regular female candidate of the P.G. Department of Economics. ***Ms. Mahoor Qadri Gold Medal***
- 10.19 <sup>13</sup>The gold medal shall be awarded to the student who secures first class first position in the final Pharmaceutical Examination. ***Medley Group of Companies, Gold Medal***

<sup>11</sup> University Council resolution dated 18-10-2006

<sup>12</sup> University Council resolution dated 18-10-2006

<sup>13</sup> University Council resolution dated 18-10-2006



## CHAPTER - XI

### REGULATIONS

#### 1. DISCIPLINE OF STUDENTS AT THE CAMPUS

##### 1. Definitions

“Indiscipline” means and includes: -

- (a) disregard of the provisions of the Act and the Statutes, Regulations and Rules made there under from time to time;
- (b) disrespect or disobedience of the orders of any competent authority of the University;
- (c) disorderly conduct in or outside the campus;
- (d) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;
- (e) act of violence;
- (f) use of abusive, threatening or offensive language, either verbally or in writing;
- (g) possession of lethal weapons;
- (h) gambling or drinking liquor or any other anti-social activity;
- (i) causing damage or loss of the property in and of the University;
- (j) instigation of student/ students or outsiders to engage in any of the foregoing activities, and



- (k) any other activity which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

**Minor  
indiscipline  
and Serious  
Indiscipline**

Means an authority responsible to maintain discipline: -

- (a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;
- (b) for the maintenance of discipline of boarders in the Hostel, the Chief Warden of the Hostels shall be the Discipline Authority;
- (c) for the maintenance of discipline of students of any teaching department in the University Library, the Librarian shall be the Discipline Authority;
- (d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority; and
- (e) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c) and (d) and outside the Campus, the Chief Proctor and/or any other person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

**Discipline  
Authority**

*Explanation*

For the purpose of these Regulations, a student "including a Ph. D. Scholar" shall continue to be under the disciplinary jurisdiction of the University until he/she qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.



- Inquiry Authority is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/ students and to make appropriate recommendations to the Discipline Committee.
- Discipline Committee is the Committee nominated by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.
- Half the number of members of a Committee/ Authority constituted under these Regulations shall form the quorum.
2. It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations and to help the discipline authorities of the University to maintain discipline and decorum in and outside the Campus.
  3.
    - (a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment to the maximum fine of Rs. 50/- per student and/or turn out the student/ students concerned from the class upto seven working days.
    - (b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/ officer authorized by it in this behalf.
    - (c) If it is not possible for the Discipline authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the previous approval of the Vice-Chancellor, impose a collective fine not exceeding Rs. 25/- per student.
  4.
    - (a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either

*Inquiry Authority**Discipline Committee**Quorum**Discipline authority**Conduct of inquiry*



- itself conduct the inquiry or authorize one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.
- (b) Notwithstanding anything contained in paragraph (a) of Regulation 4, the Vice-Chancellor may, *suo-moto* or on the recommendation of the Chief Proctor, appoint an Inquiry Authority consisting of one or more teachers of the University of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The Vice-Chancellor shall also be competent to suspend the student or students from attending the classes or Library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.
5. If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend the student i.e. may not allow the student to attend the classes/ reside in the Hostel/ play any game in the Campus or Inter-University/ College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser.
- Suspension of students*
- Provided that the Chief Proctor and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.
6. In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/ indiscipline of a serious nature has been established against a student and he deserves punishment more serious than envisaged in Regulation 3 (a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation 4(a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members
- Inquiry authority*



as Chairman; provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation 4 (b).

7.
  - a) Inquiry Authority shall serve the charge-sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of charge-sheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.
  - b) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.
  - c) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the Vice-Chancellor. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which should be imposed on the charge-sheeted student by the Discipline Committee.
8.
  - (a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.
  - (b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry



- Authority as it deems necessary for the disposal of the case.
9. The following papers shall be sent to the Vice-Chancellor when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:
- i. copy of the charge-sheet served upon the student;
  - ii. a statement of the Inquiry Authority that the charge-sheet was served upon the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;
  - iii. written explanation of the charge-sheeted student;
  - iv. summary of statements made by the students and witness, if any; and
  - v. report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.
10. When a case of indiscipline has been referred to the Vice-Chancellor, he may either: -
- i. refer it back to the Discipline Authority, if in his opinion the Inquiry Authority has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or
  - ii. refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.
11. The Discipline Committee may, according to the nature and gravity of offence:
- i. expel a student; or
  - ii. rusticate a student for a period not less one academic year; and/ or

*Punishment*



- iii. impose a fine not exceeding Rs. 200/-; and, or
- iv. debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University; and/or
- v. impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:

Provided, that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be inflicted on him by the Discipline Committee.

The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

12. The Vice-Chancellor shall nominate the Chairman and members of the Discipline Committee on an adhoc basis. The Chief Proctor shall be the ex-officio member and Secretary of the Discipline Committee.

*Constitution  
of Committee*

The appropriate Discipline Authority or its nominee who has conducted the inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

*Confirmation  
of punishment*

13. (a) All cases of expulsion or rustication shall be reported to the Syndicate for confirmation. If the order of expulsion/ rustication is not confirmed by the Syndicate, the student concerned shall be admitted to the concerned Department/ Hostel, if he/ she so desires.
- (b) If the order of expulsion/ rustication is not confirmed by the Syndicate, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have effect in such cases from the date the



- student was not allowed to attend the classes or reside in the Hostel.
14. Rustication, when imposed on a student shall always mean the loss of at least one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated.
  15. A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.
  16. A student who is expelled from the University Teaching Department shall not be admitted to any of the institutions.
  17. At the time of admission, every student shall be required to sign a declaration that on admission he/ she submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made thereunder by the University from time to time.
  18. The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University Teaching Departments and affiliated/ constituent colleges as well as other Universities in India.

*Declaration  
by the student*

*Record  
maintainance*

## **2. RESIDENCE AND DISCIPLINE OF STUDENTS IN HOSTELS/LODGINGS**

1. Provided that accommodation is available, every student shall be entitled to reside in a hostel maintained by college/ institution or a hostel maintained or recognized by the University, or else with a parent or guardian.  
The term 'guardian' means and includes:

*Accommoda-  
tion*



- i. A guardian appointed under the Guardians and Wards Act, or a guardian appointed by the Court of Wards;
- ii. A person declared in writing by the student's parent, or if he/she has no parent living, by the person described in clause (i) above as his/her guardian and approved by the Principal of the College or the Proctor of the University as the case may be;
- iii. If the student has no parent or guardian as above, a person approved by the Principal of his/her college or the Proctor of the University.

2. If no room is available in a hostel maintained by a College/Institution or in a hostel maintained or recognized by the University, the Head of his/her College/Institution/Department may permit students to live in lodgings;

***Lodging***

Provided that the keeper of the lodgings undertakes:

- i. to reserve the lodgings for students;
  - ii. to permit inspection at any time by the Head of the Department/Institution concerned and by any person deputed by the Syndicate; and
  - iii. to abide by their requirements regarding supervision.
3. No student shall be required to attend religious instruction or religious observance in the hostel against the wishes of his/ her parent or guardian.

4. The Head of a college/recognized institution, who desires to have the hostel of his institution placed upon the list of recognized hostels, shall apply to the Syndicate through the Registrar, sending a copy of the rules of the hostel together with a sketch plan of the buildings and grounds.

***Recognition of College Hostel***

In the case of hostels applying for recognition, all charges in respect of traveling and halting allowances to the Inspectors appointed by the Syndicate for the purpose subject to the maximum of Rs. 200/- per visit

*Inspection*

- per person shall be paid by the Management of the hostel.
5. The Syndicate, after consideration of the report of the Inspectors, shall inform the Head of the institution whether his/her institution can or cannot be placed upon the list of recognized hostels; and in the event of the application being refused, shall communicate the reasons for refusal.
  6. A recognized hostel shall be open to inspection at any time by the Principal of a college/ institution or the Proctor of the University who has students residing therein, and by any person deputed by the Syndicate to visit it.
  7. Once in every three years, the Syndicate shall arrange for inspection of all recognized hostels and recognized lodgings and the persons so deputed to visit any hostel shall be supplied beforehand with all necessary information including: -
    - i. the terms of recognition;
    - ii. the rules of the hostel as approved by the University;
    - iii. the names of the Wardens and the Managers of the hostel:

The Inspectors shall be requested to have regard not only to the existing condition of the hostel but also of the continuity and preservation of the previous records, such as admission and conduct registers, which are of permanent value for the purpose of future reference.
  8. A recognized hostel shall be required to maintain and to produce for inspection, when called for, an admission register, a register of attendance and conduct register.

The admission and conduct register shall be maintained in one book which should be a bound book of sufficient size maintained as a permanent record to which reference can be made in subsequent years.
  9. The Head of the Institution shall report to the Registrar any alteration in the rules or any change either of



- Warden or of Manager, for the confirmation of the Syndicate.
10. The Principal of a college/institution shall satisfy himself that the management of a recognized hostel in which students of his/her college/institution reside, is maintained in accordance with the conditions under which it received its recognition, and shall report to the Syndicate, if it is not so maintained.
  11. Students expelled from University Departments, colleges or other recognized institutions shall not be admitted to any recognized hostel or approved lodgings.
  12. Students who have been rusticated shall not be permitted to reside in a recognized hostel or approved lodgings during the period of their rustication.
  13. Before canceling recognition of a hostel, the Syndicate shall inform the Principal of the institution of the grounds on which it considers it necessary to withdraw the recognition granted. The Syndicate shall consider the written explanations, if any, that may be furnished by the Warden/ Manager through the Principal of the Institution within fourteen days of its communication made to him/ her and may then cancel the recognition or pass such other order as it deems fit.
  14. No student shall be admitted to an approved lodging without the approval in writing of: -
    - i. his/her Principal of the college/ institution, or the Proctor of the University;
    - ii. the warden of any hostel in which he/she previously resided;

*Cancellation  
of recognition*

Reference to these approvals is to be recorded in the hostel admission register.



### 3. **ADMISSION AND RESIDENCE OF STUDENTS IN THE HOSTELS MAINTAINED BY THE UNIVERSITY**

1. <sup>1</sup>Admission to the hostels may be provided to the students admitted to various programmes in the departments/ institutes and centres maintained by the University.
2. Applications on the prescribed form for the admission to different hostels, available from the Warden's office should reach the office of the Chief Warden by the date fixed by them for the purpose.
3. Each application form shall be accompanied by a certificate from the Head/Director concerned to the effect that the applicant has been admitted to the particular programme.
4. Each application form shall be signed by the father/guardian of the applicant guaranteeing that his/ her ward will maintain discipline, follow hostel rules and pay his/ her dues regularly.
5. Admission to the hostels shall be sanctioned by the Vice-Chancellor on the recommendation of the hostel committee comprising the following: -
  - a. Chief Warden, and
  - b. Wardens of the three hostels
6. Duration of the stay in the hostels shall be the period, a student is required, under Statutes, to devote to a particular programme in his respective department. The hostel admission shall automatically stand cancelled on the completion of the period of the programme.
7. No teacher, permanent or temporary shall be allowed to stay in the hostels, except with the prior permission of the Vice-Chancellor.
8. No research scholar shall be permitted to stay in the hostel beyond the period of his registration. The total period in no case shall exceed five years.

*Admission*

*Duration of stay*

<sup>1</sup> University Council Resolution dated 26-05-1986



<sup>2</sup>Provided that wherever re-registration is granted in favour of a M. Phil/ Ph. D scholar, he/she shall not be allowed to continue to remain in the University hostel.

9. A resident before leaving the hostel shall pay all his/ her dues and get clearance certificate from the Warden and shall handover the charge of the room and other articles to the Warden or office Assistant before his/ her departure.
10. The University shall not be responsible for any damage or loss of personal belongings of a boarder as a result of his/ her carelessness or negligence.
11. The number of boarders to be put in a room shall be fixed by the concerned Warden in consultation with the Chief Warden depending upon the available accommodation and the number of applicants.
12. Allotment of rooms shall be done by the concerned Wardens.
13. A boarder may be shifted by the warden from one room to another at any time by giving him an advance notice of two days.
14. The following articles shall be made available in each room, subject to their availability at a particular time.

*Accommodation  
and amenities*

S.No	Article	Number
i)	Beds	2 - 3
ii)	Chairs	2 - 3
iii)	Tables (small)	2 - 3
iv)	Wardrobes	2 - 3
v)	Matting	2 - 3

15. Residents shall be responsible for the care of the hostel property. Residents shall be charged for damaging or breaking or misuse of furniture and other fittings, hostel property etc. other than the usual wear and tear.
16. Under no circumstances should the furniture and furnishing be removed from one room to the other, unless authorized by the Warden concerned.

<sup>2</sup> University Council Resolution dated 25-08-1987



17. The furniture articles and other movable items shall be issued/given to a boarder against a proper receipt, who should in turn hand them over to the concerned Warden's office against a proper receipt at the time of departure from the hostel.
18. Hostel rooms cannot be locked by the boarder from more than a month without the prior permission of the concerned Warden or Chief Warden. Any boarder who stays away from a particular hostel for more than a month shall cease to be boarder and his admission shall be cancelled forthwith.
19. There shall be a television set in every hostel for the boarders and it shall be operative for the timings to be fixed by the warden concerned.
20. News-papers and magazines shall be available in the common room of each hostel but these shall in no case be issued to the boarders, nor can those be taken into the rooms of the boarders.
21. Sports facilities shall be provided to the boarders within the budgetary provisions.
22. Medical facilities shall be provided to the boarders within the means of the University Medical Centre. For major medical aids and other emergencies they will have to make use of the Government Hospitals. Ordinarily the illness cases shall be immediately reported to the Warden.
23. Every boarder admitted to the hostel will have to join the Hostel Mess.
24. The monthly mess charges shall be fixed by the Hostel Committee at the beginning of the academic year.
25. The boarders shall advance monthly mess dues plus deficit, if any, latest by the fifth of every month in the concerned Warden's office against proper receipt.
26. In case a boarder fails to pay mess dues by the stipulated date a fine of Rs. 2/- per day shall be levied on him for five days i.e. upto 10<sup>th</sup> of a month, after which his admission to the hostel will be cancelled if he/she fails to pay the mess dues plus the penalty.

*Food and  
Mess*



27. Food shall be served in the Dining Hall and there shall be no room service.
28. Rebate for not taking food shall be granted to a boarder only when a boarder is away for at least four consecutive days for a special reason. The rebate shall be granted only when the boarder seeks prior written permission from the concerned warden.
29. The hostel mess shall be managed by the Mess Committee in consultation with the Warden concerned. The Committee shall comprise of five boarders from the concerned hostel who shall be nominated by the Warden in consultation with the boarders. The mess committee shall be assisted by the staff of the hostel concerned in day to day affairs.
30. If a boarder has a guest, he shall be served food from the mess and the boarder shall be charged extra Rs. 5/- per meal. The number of guests for a boarder should not exceed five per month.
31. Utensils within the budgetary provisions shall be made available to the mess by the University on the recommendation of the Hostel Committee/ Chief Warden.
32. There shall be Hostel Sub-Committee for hostel to look after the day to day problems of the hostel including the mess. The Sub-Committee shall comprise: -
  - a) Chief Warden;
  - b) Warden; and
  - c) One representative of boarders.
33. No guest will be allowed to stay overnight in any of the hostels. *Guests*
34. Male visitors to the Girls Hostel and female visitors to the Boys' Hostels will be received only in the reception or visitors room of the respective hostels. *Discipline*
35. All boarders shall maintain discipline in the hostels.
36. Gambling, consumption of alcohol or any other narcotic is strictly prohibited in the hostel premises.



37. Any boarder who shall come/ enter the hostel under the influence of liquor/ narcotic, shall be disallowed to do so and his case shall be referred to the higher authorities for proper action. Such boarders may be recommended to be evicted from the hostel by the Warden.
38. No fire arms or any lethal weapon shall be kept by the boarders in the hostel.
39. The Chief-Warden in consultation with the Warden concerned and on his recommendation may take any disciplinary action against a boarder found guilty of breach of discipline.
40. All gates of the hostels shall be closed as follows: -
- |               |                        |          |
|---------------|------------------------|----------|
| Boys Hostels  | Summer (May – October) | 11.00 pm |
|               | Winter (Nov. – April)  | 9.00 pm  |
| Girls Hostels | Summer (May – October) | 7.00 pm  |
|               | Winter (Nov. – April)  | 6.00 pm  |
41. The Chief Warden shall be the Head of the Hostels maintained by the University. He shall be assisted by the Wardens of the various hostels. The Wardens shall be incharge of the day-to-day administration of the hostels concerned.
42. The Chief Warden shall work under the direct superintendence of the Vice-Chancellor and the Wardens of the various hostels shall perform their duties under the supervision of the Chief Warden.
43. There shall be a separate office for the Chief Warden with one Senior Assistant – cum – Typist, one orderly and one Junior Assistant/Store Keeper cum Accountant.
44. The Hostel Purchase Committee shall comprise the Chief-Warden (Chairman) and the three Wardens.
45. The Chief Warden and the Wardens shall live on the Campus and shall be provided rent free furnished accommodation and an honorarium which shall be fixed by the Vice-Chancellor.
46. The Chief-Warden/ Warden shall be empowered to enter the room of any boarder of the hostel at any time if he/she consider it necessary or expedient.

*Hostel  
Administration*



- |  |   |  |
|--|---|--|
| 47.  | The rates of various fees shall be such as may be prescribed by the competent authority from time to time.  | <i>Fees</i>                            |
| 48.  | The hostel regulations shall be altered or amended from time to time on the recommendations of the Hostel Committee by the Vice-Chancellor.   | <i>Amendments</i>                      |
| <b>4. PROCEDURE FOR PRESCRIPTION OF COURSES OF STUDY</b> |   |  |
| 1.   | The Registrar shall invite from registered publishers within and outside the State every year, subject to the provision of regulation 17 of these Regulations, text books for various courses of study other than those edited, printed and published by the Syndicate through the Publication Board, and circulate them among the members of the respective Boards of studies at least fifteen days before the meetings of the Boards. | <i>Text books for courses of study</i> |
| 2.   | Publishers intending to submit their books to the University for consideration should first get themselves registered with the University on filling up a prescribed application form and payment of a registration fee of Rs. 1000/-. This registration shall be valid for one calendar year renewable for a subsequent period of one year on a further application and payment of the prescribed registration fee of Rs. 1000/-       |  |
| 3.   | Books submitted by publishers, not registered with the University, shall not be considered.   |  |
| 4.   | Each publisher or author publisher shall submit five copies of each book to the Registrar.  |  |
| 5.   | Full name and address of the author/ editor of a book submitted for consideration should be given by Publishers on each book and the publishers must produce satisfactory evidence that the book is the production of the author named.   |  |
| 6.   | Publishers should declare clearly, while submitting a book, whether they themselves or any of their near relatives have no financial interest in any other firm of publishers.  |  |



7. No book shall be sent by the publishers direct to the members of a Board of Studies.
8. The book, once, submitted, shall not be returned.
9. On the reverse of the title page of each copy of books, a slip of paper should be pasted securely, containing the following particulars: -
  - (1) Name of the book;
  - (2) Name of the author/ editor in full with address;
  - (3) Name of the Publisher and his Registered Number of the University;
  - (4) Name of the Subject;
  - (5) Name of the examination for which intended;
  - (6) Purpose (Whether submitted as a text-book or for supplementary reading);
  - (7) Price;
  - (8) Number of pages;
  - (9) Whether the book was submitted before, and if so, when?
  - (10) Whether the book has been prescribed or recommended by any University, if so, name of the University to be given;
  - (11) Date;
  - (12) Signature of the Publisher/ Author Publisher.
10. The following declaration duly signed by the Publisher shall be accompanied with each book submitted to the University for being prescribed or recommended for study: -
  - (1) That no copyright material has been used in the book entitled \_\_\_\_\_

OR

That necessary permission has been obtained for copyright material that has been used in the book entitled \_\_\_\_\_ the details whereof are submitted herewith.

*Declaration  
by the  
Publisher*



- (2) That the books entitled \_\_\_\_\_ does not contain any obscene passage and is not objectionable in any other way;
  - (3) That the author's name given on the book is the name of the real author and that he has no secret partner.
  - (4) That sufficient number of copies of the book will be made available by the beginning of the academic session and that in subsequent editions the get-up of the books according to the sample of the book submitted to the University for consideration will be maintained;
  - (5) That the book has not been printed under any other title hitherto;
  - (6) That no change in price will be made without the previous approval of the Vice-Chancellor.
11. The word "specimen" and the year of submission should be stamped boldly on the first page of each book and on several other pages inside the book.
  12. All the books should be sent freight pre-paid.
  13. Separate forwarding letters should be sent for books relating to each subject.
  14. If a book is prescribed or recommended by the University for any Examination, the publishers should send two copies of each book for record in the University. They should also send two copies of the same book whenever they bring out a new edition so long as that book remains in force so that it could be checked with the specimen originally submitted by them;  
 Provided that whenever a book submitted by a publisher/author is accepted to be prescribed as a course of study, the publisher/ author shall be required to deposit a security of Rs. 2,500/- with the University which shall be refunded at the successful completion of the agreement.
  15. Canvassing by the publishers for their books shall render them liable to be black-listed.

*Security  
deposit*



16. No book prescribed or recommended for any examination of the University shall ordinarily be changed before a period of three academic years.
17. The Registrar shall place all the text-books received, before the concerned Board alongwith the comments and suggestions of the Convener of the Board concerned; provided that in the case of the text-books in languages for the under-graduate level examinations the Registrar shall place each text book received by him before the Board of Studies concerned only after it is got reviewed by two external experts to be appointed by the Vice-Chancellor.
18. No book written or published by any person who is a member of a particular Board of study of the University shall be prescribed or recommended for study in a subject comprised in that Board for any examination of the University so long as such person remains a member of that Board.
19. The Board shall as a whole discuss each book on its merits and make definite recommendations to the Faculty.
20. The Board shall propose the sale price of each book recommended.
21. A Price Fixation Committee shall be appointed by the Vice-Chancellor each year in consultation with the Dean of the Faculty concerned to consider the recommendations of the Boards of Studies with regard to the fixing of the prices of the books recommended by the Boards and approved by the Academic Council. The publishers concerned may, if they so desire, be given an opportunity to be present in the Committee to represent their case in case the price of a book as proposed by the Board is considered unreasonable.
22. The Registrar, as far as possible, shall procure for the use of any Board, books and periodicals which the Board may require.

*Sale price*



5. **PROCEDURE FOR PREPARATION AND PUBLICATION OF BASIC BOOKS ETC. IN KASHMIRI LANGUAGE**

1. These Regulations will govern the preparation and publication of basic books/ dictionaries/anthologies/ reading materials/ translations, etc. in Kashmiri which may be brought out by the Department of Kashmiri from time to time subject to the availability of funds. *Selection of subjects*
2. The Head of the Department of Kashmiri shall initiate the process of the selection of subjects for the preparation of manuscripts of the material referred to in regulation 11 keeping in view the following guidelines: -
  - a. Only such subjects shall be taken up as may be important for the development of Kashmiri both as means of communication of modern knowledge and also as a medium of education/instruction at various levels of education including the post-graduate level.
  - b. The subjects selected should cover the future requirements of the language
3. Each such proposal of the Head of the Department of Kashmiri shall be placed before the Consultative Committee to be appointed by the Vice-Chancellor for the purpose every year.
4. If the Committee is satisfied with the proposal formulated by the Head of the Department, it shall recommend its approval to the Vice-Chancellor and also suggest a panel of at least three persons as authors/editors/translators and reviewers for each subject. *Panel*
5. On receipt of the approval of the Vice-Chancellor the Head of the Department of Kashmiri shall approach the author/editor/translator concerned for the preparation of the required manuscripts specifying the time-limit for submission of each such manuscript. Ordinarily, the editor/author/ translator shall be required to submit the manuscript within a period of six months from the date of issue of the letter of assignment subject to the following conditions: - *Specified Volume*



- a. each manuscript will be written in the approved Kashmiri script and will contain sound information regarding a particular subject;
  - b. the average volume of each such manuscript will be 200 printed pages of 18 x 22 size or will comprise 45,000 words approximately;
  - c. in case of dictionaries each manuscript shall contain 2000 terms/ basic words, etc. approximately.
6. The Head of the Department of Kashmiri shall not accept any manuscript below the specified volume.
  7. The manuscript/s when received from the editor/ author/ translator shall be forwarded to the respective reviewer, confidentially for his/her review.
  8. The respective reviewer shall return the manuscript/s to the Head of the Department alongwith his/her remarks within a period of thirty days, extendable upto 45 days in special circumstances, regarding the soundness or otherwise of the material or may suggest improvements wherever necessary.
  9. It shall be binding on the author/ editor/ translator to make improvements in the manuscript on the lines suggested by the reviewer. In case of difference of opinion between the author/ editor/ translator and the reviewer regarding improvement, the decision of the Consultative Committee shall be final.
  10. The manuscript after having been improved by the author/ editor/ translator will again be sent to the reviewer concerned for his/her final approval. The reviewer shall be required to give the following certificates while recommending the adoption of the manuscript reviewed by him/her.
    - (i) that after going through the manuscript entitled \_\_\_\_\_ for the second time, I have ensured that the author/ editor/translator has incorporated all the important suggestions made in my earlier report;
    - (ii) that the manuscript has been revised/ improved and additions and alterations have been

*Confidential  
review*



- incorporated in it by the author/ editor/ translator wherever required;
- (iii) that the manuscript is worth publishing and does not contain anything objectionable; and
- (iv) that the manuscript as it now stands is complete in all respects and of the required standard.
11. The manuscripts duly reviewed shall be placed by the Head of the Department of Kashmiri before the Consultative Committee. The Committee after ensuring that the manuscript has been written or edited, as the case may be, strictly in accordance with the prescribed standard and the guidelines, recommend its adoption to the Vice-Chancellor. The Committee will also recommend the publication of books/ dictionaries, etc. according to a phased programme.
12. The following remuneration shall be payable to the authors/ editors/ translators/ reviewers appointed for preparation/ reviewing of the manuscripts: -
- |  |  |
|--|--|
| i) Preparation of manuscripts  | Rs. 2000/- per manuscript (to be shared proportionately in case the editors/ authors/ translators are more than one) |
| ii) For reviewing manuscript   | Rs. 350/- per manuscript   |
| iii) Editing fee for Anthologies both prose and poetry which includes the fee for editing annotating, and framing questions and preparing purposeful exercises at the end of the chapters or portions thereof. | Rs. 1500/- per anthology   |
| iv) For subscribing a piece of prose for inclusion in an anthology   | Rs. 200/- per piece  |

**Remuneration**



- |     |  |                         |
|-----|--|-------------------------|
| v)  | For subscribing a poem for inclusion in an anthology (in case of qurtarains, vakhs or the like, etc. a group of five quartarians etc. will be equivalent to single poem) | Rs. 150/- per poem      |
| vi) | For viewing an anthology   | Rs. 350/- per anthology |
13. Notwithstanding anything contained in the foregoing regulations, the payment of the remuneration shall be made to the authors/ editors/ translators/ subscribers only after they complete the following requirements: -
- (i) The author/ editor/ translator of a basic book/ dictionary, etc. shall execute an agreement with the Registrar of the University according to the prescribed form about the copyright of the basic book/ dictionary, etc.
  - (ii) The editor of an anthology shall execute an agreement with the Registrar of the University with regard to the copyright of the editing work, etc. done by him/her in the manuscript of an anthology.
  - (iii) The subscriber of an anthology will give his/ her consent in writing to the Head of the Department about his/her having no objection to the publication of the piece of prose/ poetry.
  - (iv) Each author/ editor/ translator shall give an undertaking to the Head of the Department that he/she will complete the proof-reading of the material when the manuscript is processed for publication.
14. The payment of remuneration to the author/ editor/ translator shall be made according to the following procedure: -
- 80% of the remuneration shall be paid after completing the requirements in terms of the provisions contained in regulation 14 above and the remaining 20% will be paid only after completing the proof-reading of the material.

***Payment of remuneration***



15. The members of the Consultative Committee shall be entitled to the TA/ DA as admissible under rules.
16. A Price Fixation Committee shall be appointed by the Vice-Chancellor every year in consultation with the Head of the Department of Kashmiri with regard to the fixing of the prices of the basic books/ anthologies/dictionaries etc. brought out by the Department of Kashmiri.

*Committee for  
Price Fixation*

## **6. PUBLICATION OF BOOKS**

1. The following shall be the procedure for editing and compilation of such text-books as are authorized by the Syndicate to be published by the University: -
  - i. The text-books in languages and such other subjects of various examinations of the University as may be decided by the Syndicate shall be brought out in a phased programme.
  - ii. The Publication Board shall, every year, at an appropriate time, recommend to the Syndicate proposals regarding the publication of new text-books in the subjects approved by the Syndicate.
  - iii. The Syndicate shall, on the recommendation of the Publication Board, appoint a Supervisor for each book.
  - iv. The text-book shall be edited or written, as the case may be, under the supervision and guidance of the supervisor appointed for the purpose.
  - v. The supervisor in each book shall recommend a panel of best available persons to edit or write a text-book in the subject, as the case may be. The publication Board shall have competence to appoint the editor or writer of a text-book out of the said panel.
  - vi. Each editor or writer shall be required to act upon the instructions that may be issued to him by the Supervisor and the University with regard to the editing and compilation of the text book.

*Procedure for  
editing the  
books*



- vii. No text-book shall be accepted unless it is endorsed and recommended by the Supervisor for adoption. The Supervisor shall have to certify that the text book has been edited or written under his supervision, strictly in accordance with the Syllabus supplied by the University.
2. (i) A suitable remuneration for editing or writing of each text-book shall be decided upon by the Publication Board which shall, in no case, exceed the maximum limit of Rs. 2,000/- **Remuneration**
- (ii) The remuneration payable to a supervisor shall be fixed by the Publication Board subject to a maximum of Rs. 1,000/- and a minimum of Rs. 200/- in respect of each text-book.
3. The editors and authors shall be required to execute agreements with the University after their text books are approved by the University (the form of the agreement is given in Schedule 'A') **Execution of agreement by the Editor**
4. (1) The conditions for use by the editors of the copyright material in the text-books shall be laid down by the Publication Board. Whenever considered necessary, the University shall pay the copyright holders the royalty of the copyright material used in the text books. **Copy right**
- (2) The copyright of all publications shall vest with the University.
5. The prices of the Publications brought out shall be fixed by the Price Fixation Committee on the following basis unless otherwise decided by the Syndicate: - **Fixation of prices**
- i. total cost of production covering the cost of paper, composition or kitabat, printing, binding, illustrations, freight, honorarium to be paid to editors and supervisors etc.
- ii. 50% increase to cover the dead stock depreciation, establishment etc.
6. The Price Fixation Committee shall consist of the Vice-Chancellor, two members nominated by the Publication Board and the Registrar (Secretary). The Assistant Registrar or any other officer who is incharge of the



Publication Branch in the office may also be associated with the meetings of the committee.

7. As long as the University does not have a press of its own, the text books shall be got printed at presses of repute within and outside the State.
8. Save as otherwise provided in these Regulations, the Vice-Chancellor shall have the power to take such action as may be considered necessary for printing and publication of text-books etc.

*Printing*

**SCHEDULE 'A'**

Memorandum of Agreement made this the \_\_\_\_\_ day of Two Thousand and \_\_\_\_\_ between Shri/ Shrimati \_\_\_\_\_ (hereinafter called the Editor) of the first part, and the University of Kashmir being a body corporate constituted under \_\_\_\_\_ Act No of hereinafter called the University of the Second part.

It is hereby agreed as follows: -

- (i) The Editor has edited a manuscript entitled \_\_\_\_\_ meant for use of the \_\_\_\_\_ examination in pursuance of the University, letter No \_\_\_\_\_ dated \_\_\_\_\_
- (ii) The Editor hereby surrenders and transfers absolutely and unconditionally all copy-right in the said manuscript to the University which will henceforth be the absolute owner of the said manuscript.
- (iii) The University shall have the unfettered right and power to publish the manuscript in any number and in as many editions of the same as may be needed as full owner of the said manuscript without any objection or claim of any kind by the Editor.
- (iv) The Editor shall not hereafter publish, print, cause to be published or printed, even under any other title whatever, any copy, abridgement, or translation of the said manuscript or do any act which may affect the interest of the University in the said manuscript.
- (v) The word 'Editor' shall include his heirs, assigns and representation in interest also.
- (vi) The University agrees that the book shall bear the name of the Editor.
- (vii) The editor of the manuscript entitled \_\_\_\_\_ hereby solemnly declares that: -
  - a. the manuscript entitled \_\_\_\_\_ does not contain any obscene passage and is not objectionable in any other way;



- b. the manuscript has been edited strictly in accordance with the syllabus and standard prescribed by the University and the instruction of the University and the supervisor;
  - c. the manuscript has not been printed under any other title hitherto.
- (viii) The University has got the manuscript edited with all its rights in consideration of a remuneration of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) fixed by the Publication Board of the University.
- (ix) The University shall, immediately after the execution of the agreement, remit the amount of remuneration to the editor by a cheque on receipt of his written claim.
- (x) In case of breach of any one or more of the conditions of this agreement by the Editor, he shall pay a cash compensation of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in addition to other damages that the University may have to incur on that account.
- (xi) In case of any dispute or difference in respect of the interpretation of any of the stipulations arising out of this agreement between the parties, the matter will be referred to the Vice-Chancellor, as the sole arbitrator, whose decision shall be final and binding on the parties.

In witness whereof we put out signatures to this agreement

Signature of the Registrar  
for University

Signature of the Editor

1. Witness .....  
(Full name and address)

1. Witness .....  
(Full name and address)

2. Witness .....  
(Full name and address)

2. Witness .....  
(Full name and address)

**7. SPORTS**

1. Tournaments in the following events shall be conducted every year under the rules and regulations in vogue for each event:- *Events*

(1) For Men students

- i. Hockey
- ii. Football
- iii. Cricket
- iv. Volleyball
- v. Badminton
- vi. Athletics (including Cross Country Race)
- vii. Tennis
- viii. Kabaddi
- ix. Table Tennis
- x. Boxing
- xi. Wrestling
- xii. Skating
- xiii. Aquatics:
  - a) Swimming
  - b) Diving
  - c) Boat Race
  - d) Water Polo

(2) For Women students

- i. Hockey
- ii. Volley ball
- iii. Table Tennis
- iv. Basket Ball
- v. Throw Ball
- vi. Net Ball
- vii. Teni - Kort
- viii. Badminton



- ix. Athletics
- x. Swimming
- xi. Diving

Provided that the Board of Sports and Youth Welfare may authorize the conduct of tournaments in such other events and sports as are approved by the Association of Indian Universities (Sports Division).

*Participation*

- 2. No tournament shall be held in the year in which less than four teams offer to participate and in the case of women colleges the number of participating teams shall be only two.

<sup>3</sup>Provided, that the Department of the University shall be registered as one Unit (team) for this purpose.

- 3. No college or unit shall enter more than one team in each event.
- 4. A new event in which at least four units offer to participate may be included in the list of tournaments after it has received the approval of the Board of Sports and Youth Welfare.
- 5. The following shall be the entry fee payable by each participating unit.
- 6. The entry fee shall be deposited in the University office by the date fixed for each event. No late entries shall be accepted. The entry fee in respect of the team comprising the University Departments shall be paid by the students pursuing their studies in the departments maintained by the University.
- 7. Forms of entry shall be got printed by the Director, Physical Education and supplied free of Cost to the Participating Units.
- 8. The schedule of various events during the year shall be drawn up by the Board of Sports & Youth Welfare in April each year and immediately sent to the University Departments and colleges/ recognized institutions. This shall indicate the date on which a tournament is to

*Entry fee*

*Schedule of Events*

<sup>3</sup> University Council Resolution dated 15 - 12 - 1988



- commence and the date on which entry fee is to be received.
9. Ties for each event shall be drawn by the Director, Physical Education in the presence of at least two members of the Board of Sports and Youth Welfare nominated by the Board immediately after the date for receipt of entries and the detailed programme shall be communicated at once to the participating units.
  10. No change in the programme of a tournament shall be made without the approval of the Vice-Chancellor.
  11. The tournaments shall be open to the Departments of the University (as one Unit), constituent and affiliated colleges and recognized institutions.
  12. Only bonafide students of the University Departments, constituent/ affiliated colleges and recognized institutions whose names are borne on the rolls of these institutions and are registered with the University, shall be eligible to participate in various events;

*Eligibility for participation*

Provided that a student who has been admitted to a particular course in accordance with the statutes prescribed by the University, but his particulars have not been communicated to the University or his registration is otherwise incomplete at the time of commencement of the event shall be deemed to be a registered student for the purpose of this Regulation;

Provided further that a student shall be deemed to be a bonafide student of a Department/ College/ Institution from which he appears in a particular examination of the University until the declaration of the result of that examination.

13. In order to avoid professionalism in the University sports, no student shall be allowed to play for any institution in the University tournaments unless he has attended 40% of the lectures delivered to the class from the date of his admission in the college/ department/ institution.
14. A student who migrates from one college to any other shall be allowed to play for the latter only after his migration has been sanctioned by the University.



15. In the case of hockey, football and cricket no student can represent his unit in more than one game in the same year.
16. A student shall be permitted to play to the final in the tournament in which he participated before declaration of his result even though the tournament continues after the declaration of his result.
17. Regulation 15 shall not apply to the unit having less than 200 students on its roll.
18. The Principals of colleges and institutions and in case of University Departments, the Director, Physical Education shall be responsible for the eligibility of each member of their teams.
19. Any unit infringing the eligibility Regulation shall make itself liable to disqualification in that event for that year.
20. A team wishing to lodge a protest during a match should through its captain orally intimate its intention to the referee on spot, complete the match and within 24 hours immediately after the match put in a written protest to the Director, Physical Education through its Principal or the Professor-in-Charge alongwith the Protest Fee equal to the entry fee for that event.
21. The complaints protests etc., shall be considered and decided by the Committee of the Board of Sports and Youth Welfare nominated by it for this purpose.
22. If the Committee declares the protest etc. under Regulation 20 as genuine the Protest Fee shall be refunded to the protesting team.
23. During the course of a match, the referee's decision shall be final. Protest against his decision, if any, will be entertained only after the match and considered by the Committee authorized to consider protest etc. under Regulation 21.
24. The referees, umpires or judges appointed for tournaments shall report any serious breaches of rules, bad sportsmanship, indecent behaviour of players or students of unit or units or officials to the Director, Physical Education who shall place the same before the Board of Sports and Youth Welfare for necessary action.

*Protests and  
complaints*

*Conduct*



- The decision of the Board shall at once be communicated to the Heads of the Units concerned.
25. Suspension or disqualification as awarded by the Board shall remain in force for the period fixed by it.
  26. Any team walking off the field, or refusing to play during a match shall be disqualified and the match awarded to the other team.
  27. Teams turning up late in the tournament matches shall be scratched provided that if a team is late by not more than 10 minutes it will be allowed to play on payment of a penalty of Rs. 30/-.
  28. The ground equipment such as nets, flags, poles, will be provided by the institution on whose grounds a particular match is played. The remaining items and the entire equipment for athletics will be supplied by the University.
  29. A panel of referees, umpires and judges shall be drawn up by the Board before the commencement of the tournaments. Appointments of referees, umpires and judges shall be made by the Director, Physical Education out of the approved panel:  

Provided that in case a referee or an umpire does not turn up in time to officiate a particular match, the Director, Physical Education shall be competent to make an alternative arrangement within or outside the panel.
  30. The Director, Physical Education shall be competent to appoint scorers and line judges.
  31. Teams or players competing in University tournaments shall wear proper uniforms, representing the respective colours approved for various units.
  32. The colours of shirts assigned to the various units shall be as follows:-
    - 1 Sri Partap College, Srinagar Gold and Green
    - 2 Amar Singh College, Sgr. Sky Blue and White
    - 3 Govt. College of Education, Srinagar White and Navy Blue
    - 4 Gandhi Memorial College, Srinagar Yellow and Red

*Panel of referees and umpires*



5	Govt. College, Baramulla	White and Green
6	Govt. College, Sopore	Red and Navy Blue
7	Govt. College, Anantnag	Red and Green
8	Govt. Medical College, Srinagar	Yellow and Green
9	Govt. College, Bemina	Pink and Green
10	*Regional Engineering College, Srinagar	Maroon and White
11	Islamia College of Science & Commerce, Srinagar	Green and Sky Blue
12	MET Teachers College, Sopore	Navy Blue and Red
13	University Departments	Sky Blue and Maroon
14	Govt. College for Women, Srinagar	Chocolate and White
15	Govt. College for Women, Srinagar	Blue and White
16	Govt. College for Women, Nawakadal, Srinagar	Saffron and White
17	V. B. College for Women, Srinagar	White and Pink
18	Govt. College for Women, Sopore	Green and Blue
19	Institute of Music and Fine Arts	Red and White
20	Jamia Madinatual Aloom, Srinagar	Green and Maroon
21	Nusrat-ul-Islam Oriental College, Srinagar	Brown and Green
22	Mahila Mahavidyalaya, Srinagar	White and Brown
23	Govt. Oriental College, Srinagar	Orange and White
24	Madrasi Talim-ul-Islam, Tral	Silver grey and Yellow
25	Jamia Babul ilm, Budgam	Orange and Sky Blue

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\* Now National Institute of Technology, Srinagar



33. The University colour in respect of the various teams representing it at Inter-University and other tournaments and meets shall be Maroon and White. *University Colour*
34. The Director, Physical Education will maintain in his office a list of running trophies available for award to the winning teams.
35. The trophies shall be property of the University and the teams to which they are awarded shall return them to the Director, Physical Education within six months after the award.
36. Units responsible for the loss or damage to the trophies shall pay the cost thereof.
37. Certificates of merit signed by the Vice-Chancellor shall be awarded to the individual members of the finalist teams in game tournaments and to the individuals securing first, second and third place in athletics and other individual events.
38. The matches shall be played on the Knock-out system or any other system as may be determined by the Board.
39. All cricket matches shall last for two days upto the semi final stage; semi-final and final for three days. The playing hours shall be six on each day.
40. If on account of rain or other unavoidable circumstances, the playing of a match has to be abandoned on a day or part of a day fixed for the match, the match will be played for the remaining period only. If on account of this both innings have not been completed within the stipulated time, the lead in the first innings shall determine the winner of the match. *Interruption*
41. (i) University colours shall be awarded to regular students of the various units, i.e. Colleges, University Departments and recognized Institutions for their outstanding efficiency in a game, provided that a particular player has been a member of University team participated twice in that game at the Inter-University level and at least once in Nationals. *Award of University Colours*
- (ii) Performance, conduct, discipline, co-operation and seniority according to the number of years a



player has represented the University shall be considered for the determination of merit for award of University colours. Managers accompanying the University teams will submit a report on the above lines in respect of each player within 15 days from the date of termination of the tournament.

- (iii) The maximum number of colours to be awarded annually shall not exceed three in each game and shall be awarded to the following categories of players, if otherwise eligible: -
  - (a) The Captain;
  - (b) One or two best players.
- (iv) Colours shall be awarded by a committee to be appointed by the Board.

42. <sup>4</sup>The University shall pay return bus fare according to Government Transport Department rates to the teams and individual players going from one town to another within the jurisdiction of the University to participate in the tournaments and Meets. The boarding and lodging expenses of the participating teams will be paid by the participating unit concerned. Provided that a player representing the University at an inter-University or any other major tournament or Meet held within the jurisdiction of the University shall be paid the following expenses by the University.

*Refreshment  
and other  
charges*

- 1) Refreshment charges @ Rs. For all participants  
8/- per head per day both  
on practice and match days;
- 2) First aid;
- 3) Actual return bus fare For students coming  
from one town to  
another
- 4) Conveyance and Coolie  
charges @ Rs. 3/- per head,

<sup>4</sup> University Council resolution dated 11-9-1984



- per day as incidental charges only to the members of the team
- 5) i. Food allowance Rs. 12/- per head  
 ii. Food allowance during selection coaching Rs. 3/- per head per day
43. All TA bills of the teams shall reach the Director, Physical Education within a month after the termination of tournament. Bills received after that will not ordinarily be entertained. *Submission of bills*
44. The maximum number of players per team eligible for TA from the University shall be as follows: -
- |  |  |
|--|--|
| Hockey, Cricket, Football, Throw ball, Netball                     | Actual number of players and 4 extra for Hockey, |
| Badminton, Water polo  | Football and Cricket and 2 members for the rest. |
| Badminton, Tennis, Athletics, Swimming, Teni Kort and Table Tennis | Actual number of players and one extra.          |
- Provided that the persons placed incharge of various teams shall be paid TA and DA by the University as admissible under rules.
45. Players of the units from places outside Srinagar invited to attend coaching and selection trials at Srinagar shall be paid Rs. 6/- per head per day as boarding and lodging charges besides actual return bus fare.
46. (1) Members of the University teams participating in the Inter-University tournaments or other tournaments outside the jurisdiction of the University shall be paid the following expenses: -
- Actual return bus fare;
  - Second class Railway fare on concession rates, if available;
  - Rs. 3/- per head per day for the conveyance and coolie charges;



- (d) Rs. 12/- per day per head as food allowance;
- (e) Room rent if necessary not to exceed Rs. 3/- per head per day;
- (f) Rs. 8/- per head as refreshment charges both on practice and match days;
- (g) First Aid.
- (2) Members of the staff accompanying the University teams will be paid TA and DA and actual conveyance charges incurred on the practice and match days as admissible under University Regulations.
47. <sup>5</sup>Referees, Umpires, Judges and Scorers appointed to officiate the matches, athletics, aquatics meets etc. organized by the University shall be paid as under: - *Payment to referees etc.*
- |   |                             |
|---|-----------------------------|
| 1. Cricket  | Rs. 40/- per day per match; |
| 2. Chess, Wrestling, Hockey, Shooting, Gymnastics, Foot Ball, Kabaddi, Lawn Tennis, Badminton & Athletics | Rs. 25/- per match;         |
| 3. Kho-Kho, Aquatics, Volley Ball, Basketball, Weight lifting, Handball, Table Tennis                     | Rs. 20/- per match;         |
| 4. <u>Lines Man &amp; Scorer;</u>   |                             |
| i. Scorer   |                             |
| i. Cricket  | Rs. 15/- per match          |
| ii. Other games   | Rs. 5/- per match           |
| iii. <u>Lines Man</u>   |                             |
| Volleyball, Badminton, Tennis & other games etc.  | Rs. 5/- per match per day   |

<sup>5</sup> University Council Resolution dated 12 - 2 - 1991



### 8. ALLAMA IQBAL LIBRARY

1. Books may be consulted within the Library premises by the following: -

*Consultation  
of books in  
the Library*

- i. any member of any of the authorities or bodies of the University;
- ii. any teacher of the University or of any constituent or affiliated college or of any other institution recognized by the University;
- iii. all Research Scholars, Post-graduate and Honours students, all under-graduate students on the recommendations of the Head of the Institution;
- iv. any other person specially permitted by the Librarian.

2. (i) Readers desirous of using the Library shall enter their names and address legibly in a register which shall be maintained for the purpose. Such signature shall be taken as an acknowledgement that the person agrees to conform to the regulations of the Library.

*Visitors  
Register*

- (ii) Readers shall not write upon, damage or make any mark upon any book, manuscript or map consulted in the Library.
- (iii) No tracing or mechanical reproduction shall be made without express permission of the Librarian.
- (iv) Silence shall be strictly observed in the Library.
- (v) Before leaving the Library, readers shall return to the Assistant at the counter any books, manuscripts or maps which they had taken for consultation.
- (vi) Readers shall be responsible for any damage or injury done to the books or other property belonging the Library and shall be required to replace such books or other property damaged or



- injured, or pay the value thereof. If one book of a set is injured, the whole set shall be replaced.
- (vii) Cases of incivility or other failure in service should be immediately reported to the Librarian or in his absence to the senior member of the staff present.
  - (viii) Sticks, Umbrellas, boxes, bags, raincoats, books and journals and such articles as are prohibited by counter staff shall be left in the cloak room.
  - (ix) Spitting and smoking are strictly prohibited.
  - (x) Dogs and other animals shall not be admitted.
3. <sup>6</sup>The following persons shall be entitled to take books on loan from the library after they have presented to the Librarian an application on the prescribed form along with other certificates etc. (if any) properly filled up and signed.
- i. members of University authorities and bodies;
  - ii. teachers in the employment of the University;
  - iii. members of the staff of constituent/ affiliated colleges and recognized institutions;
  - iv. student conducting research, post-graduate students studying in the constituent or affiliated colleges;
  - v. officers of the University;
  - vi. the subordinate staff of the University;
  - vii. Such other persons as on application may obtain special permission of the Vice-Chancellor;

***Borrowing of  
Books***

Provided that out of the persons belonging to classes 4 and 7 only deposit of Rs. 200/- each in respect of Ph. D scholars Rs. 200/- each in respect of M. Phil scholars and Rs. 120/- each in respect of others will be made which will be refunded on receipt of a week's notice from the borrower, provided all books have been returned and all Library dues paid.

<sup>6</sup> University Council Resolution dated 15 - 12 - 1988



4. Each class of persons mentioned in Regulation 3 above, except persons falling under class (4) who can retain the books for two weeks only, may retain library books for one month. *Retention of Books*
- Provided that the text books shall not be retained by a borrower for more than one week;
- Provided, further that the retention of the borrowed books may be extended for a further period of one month, except in the case of borrowers of class (4) who can get an extension for a further period of two weeks only subject to the condition that no other reader has applied for the books in the meantime.
5. The members falling under various classes in Regulation 3 can draw books at a time as under: - *Issue of Books*
- |  |               |
|--|---------------|
| (1) Class (1), (5), (6) and (7)        | Two volumes   |
| (2) Class (2)                          | Ten volumes   |
| (3) Class (3)                          | Five volumes  |
| (4) Class (4):                         |               |
| (a) Research Scholars                  | Five volumes  |
| (b) Post-graduate and Honours students | Three volumes |
| C Other students                       | Two volumes   |
6. The Vice-Chancellor may exempt the following persons from the operation of Regulations 4 and 5. *Exemption*
- i. Persons conducting research or engaged in the writing of books;
  - ii. Registrar of the University and the Controller of Examinations as a special case, to enable them to perform their official duties.
7. (1) Before leaving the counter the member must satisfy himself that the book lent to him is in sound condition, and if not, he must immediately bring the matter to the notice of the Librarian, or in his absence, the senior member of the staff



- present, otherwise he shall be liable to be held responsible for the replacement of the book or payment of the value thereof in case of any damage or injury is noticed by the Library staff in the book.
- (2) Members are not allowed to lend the books of the Library to any other person.
  - (3) All marking, underlining etc, shall be absolutely forbidden.
8. Borrower/s, who keeps the book/s beyond the time limit prescribed above, will incur an overdue charge of 10 paisa per volume per day that the book/s is/are overdue. Three days after the return of a book is due, a reminder will be sent to the defaulter. Non issue of such reminder shall not entitle a borrower to escape the payment of overdue charges.
- Overdue Charges*
- The overdue charges in all cases shall be calculated from the date on which the book/s should have been returned provided that in no case shall the overdue charge exceed the cost of book/s plus ten percent and any penalty which may be imposed by the Librarian according to the nature of the book/s.
9. In addition to the price of a book, 10 percent, of the price may be charged from a person who having borrowed a book fails to return it.
- Books not returned*
10. (i) No book/s forming part of the reference, collection or manuscripts or classed by the Librarian as 'reserved' shall be removed from the Library without the permission of the Librarian, provided that books for reserve-cum-text-book section can be issued to post-graduate students, research scholars and teachers of the University for overnight use only.
- 'Reserved' Books*
- (ii) Books prescribed or recommended by the University of Kashmir for various examinations shall not be issued without the permission of the Librarian.



- (iii) Uncatalogued books and current number of periodicals shall not be issued to any of the borrowers.
11. The Library may lend and borrow reading materials from other Libraries and institutions on mutually agreed conditions.
12. (i) Each borrower shall be provided with an identity card alongwith as many readers tickets as the number of books the borrower is entitled to borrow. Such cards shall be strictly non-transferable and presented by the borrower at the Library counter on each occasion when he draws the books. The identity card will be returned and the reader's ticket/s retained in the Library until the book is returned.
- (ii) A member, who has lost his identity card and/or tickets, shall make a written report to the Librarian immediately.
- (iii) One month shall elapse after the date of such notice before a duplicate card/ticket can be issued. During this period the member shall attempt to trace and recover the card, if possible, and send a report at the end of the period, stating the result of his endeavors.
- (iv) If the card has not been traced, the member shall give an indemnity bond in the prescribed form for a duplicate card required.
- (v) After the receipt of the indemnity bond, the duplicate card and/or, reader's ticket/s will be issued on payment of a fee of Rs. 35/- per card and Rs. 20/- per ticket.
13. The Librarian shall have power to refuse admission to any one infringing these regulations.
14. The stock taking of the library shall be done once at least in every three years during such period as the Library Committee may decide. Borrowers shall be required to return all books borrowed by them one week before the commencement of such period. Usual late

*Identity Card**Stock taking*



- overdose charges shall be charged if the books are not returned before the period mentioned above.
15. The Library shall be classified on Dewey Decimal Scheme and the catalogue, to be maintained in card form, shall consist of two main parts-alphabetical and classified, provided that the Library Committee may change this system whenever necessary on the recommendation of the Librarian. *Classification*
16. The University Library shall adopt open accession system in the stock arrears. Classified accession shall be maintained for the specific material as the Librarian may deem fit from time to time.
17. The Library shall maintain a Text and Reserve Book Section.
18. Each Department/ Centre of the University shall have its Departmental or Seminar Library. The Head of each Department/ Centre shall have the books transferred to the Seminar Library from the Iqbal Library with the approval of the Vice Chancellor. The Head of the Department/ Centre shall be responsible for the proper maintenance and supervision of such a Library. *Departmental Libraries*
19. The use of the Departmental Libraries shall be restricted to Post-graduate students, research scholars and the concerned teaching staff.
20. The transfer of books to the Departmental Libraries shall be restricted to books of the following description: -
- i. Books required by the members of the Post graduate staff for their class work.
  - ii. Books needed specially for post-graduate study. The list of such books shall be prepared by the Head of the Department.
  - iii. Sets of Journals and periodicals of purely technical nature.
21. A proper record of issue and return of books shall be maintained in each Departmental Library. *Record and return of books*
22. Books required by more than one Department shall be kept in the Iqbal Library unless it is possible to obtain more than one copy of each such book.



23. Books shall not ordinarily be transferred to the Departmental Library until they are properly classified and catalogued.
24. A shelf list of all books in the Departmental Libraries shall be maintained in the Iqbal Library.
25. The Departmental Libraries may be checked once a year by an Assistant Librarian selected by the Librarian.
26. The borrowing of books from the Departmental Libraries by the students and the teaching staff of the concerned Department/ Centre shall be governed by the fore going Regulations relating to borrowing of books from the Iqbal Library.
27. The procedure for selection of books, journals and other reading material for the Library shall be as under: -
  - i. At the beginning of each financial year the librarian shall obtain rates, terms and conditions for supply of books, journals and other reading materials from various book-sellers and publishers in the country and abroad. For this purpose an up-to-date list of all such book-sellers and publishers shall be maintained by the Librarian and got approved by the Library Committee.
  - ii. The Librarian shall prepare a comparative statement of the rates and terms affixed and get the competitive rates approved by the Vice-Chancellor in respect of the purchase of books etc. for the financial year.
  - iii. The books and journals on various fields of study shall be selected every year by the respective Heads of the University Departments according to their requirements and the help of publishers' catalogues, lists of advertisements and books received on approval from various publishers.
  - iv. The indent for books shall be prepared by each Head of the Department in good time so as to reach the Librarian before the end of June every year.

*Selection and  
Purchase of  
Books*

*Selection of  
books*

*Indent of  
books*



- v. The Librarian shall scrutinize each indent and see the overall stock and budget position before placing orders.
- vi. The Librarian shall select reference books, books of general nature and on Library Science and get them approved by the Vice-Chancellor before placing orders.
- vii. The Librarian shall purchase the serial publications in order to complete the Volumes whenever necessary.

**9. STUDY / FIELD TOURS**

- 1. Subject to availability of funds, a teaching department of the University may conduct a study tour to the places of educational interest within the country once in every financial year.

*Conduct of Study Tour*

Provided, however, that in the case of Botany and Zoology the following tours may be undertaken with the following aims and objectives: -

- a) to familiarize the students with the life of organisms and their habitat;
- b) to broaden the vision of students by visiting such places like Natural Parks, Zoological and Botanical gardens, Museums, Herbarium and Aquaria, Spermatorium etc., where organisms can be studied in conditions stimulated after their natural habit; and such other places which have very rare and exotic animals and plants as inmates;
- c) to study the flora and fauna of J&K and neighboring states;
- d) to study sea-shore, flora and fauna, by making trips to various Indian Sea-Shores:

**Botany:**

5 tours in respect of a particular batch of students who remain on the rolls of the Department for two academic years, as under: -



- (i) One tour outside the state to places of Botanical interest;
- (ii) One tour to Botanical important places in Jammu province;
- (iii) Three tours in the Kashmir Valley.

**Zoology:**

Two tours in respect of a particular batch of students who remain on the rolls of the Department for two academic years, as under: -

- (i) One tour to a sea coast for field work on marine fauna and their collection.
- (ii) One tour to a Zoo in India for study of Zoo animals.

2. A detailed proposal for the study tour shall be prepared by the Head of the Department and sent to the Registrar through the Dean of the Faculty for approval of the Vice Chancellor at least one month before the date proposed for commencement of the tour. The proposal among other things shall include full details in respect of the names of the students and the teacher/s accompanying the tour, places proposed to be visited, tour itinerary and the approximate expenditure involved, in accordance with the proforma given in annexure - A.
3. Ordinarily tours outside the State shall be undertaken during winter vacation and within the State during summer vacation.
4. The tours shall be undertaken only after the programme proposed by the Head of the Department and recommended by the Dean has received the approval of the Vice-Chancellor.
5. It shall be the duty of the Department concerned to apply for railway concession well in time and arrange the same through the Dean Students' Welfare.
6. A Study Tour shall be undertaken only when the number of students in a Department participating in the tour is not less than ten. Where the number of students in a Department is less than ten, two or more departments may arrange a combined tour programme

*Study Tour  
proposal*

*Conduct of  
Tours*

*Number of  
students for  
tour*



and share the expenditure including the T.A of the teacher and orderly etc. in proportion of the number of students of each Department.

Provided that above restriction shall not apply to the tour when it is directly connected with the syllabus of the subject concerned and the number of students in the class is less than the number specified above.

7. One teacher of the Department concerned to be nominated by the Head of the Department (or a teacher of any of the Departments concerned where two more Departments organize a combined tour to be nominated jointly by the concerned Heads of the Departments) for every batch of 15 students or part thereof shall accompany the students on tour. No tour shall be allowed without the participation of the teacher nominated in terms of this Regulation.
8. One orderly shall be allowed to accompany the students for the watch and ward of their luggage etc when the number of students exceeds ten.
9. In the case of Department of Zoology a Laboratory Attendant or a Field Collector shall also accompany the students when the number exceeds ten.
10. The University shall allow the students 'A' Class bus fare from Srinagar to Jammu and back and return 2<sup>nd</sup> class concessional railway fare (wherever available) including reservation charges plus actual fare for road journey; if any.  
No charges shall be paid on account of sightseeing except where visit to a historical place is essential for the study tour which shall be certified by the teacher incharge.
11. Each student shall be entitled to Daily Allowance at Rs. 30/- per day. No charges for boarding and lodging shall be paid by the University.
12. Teachers and non teaching staff accompanying the students shall travel with the students. They shall be entitled to the same-class / mode of journey as for students mentioned under regulation 10 above and D.A to which they are entitled under the normal rules of

*Staff  
accompanying  
students*

*TA/DA*



deputation. They shall however, be paid an honorarium for the entire period of tour as under: -

Teachers	: -	Rs. 350/- per head
Non-Teaching	: -	Rs. 150/- per head

Provided, that if the tour is to a place which is the home town of a teacher, the teacher concerned shall not be entitled to any D.A.

13. Teachers or any other non teaching staff who are deputed to the place/s of visit in advance for making arrangements for the tour shall be paid TA/DA to which they are entitled to but before their deputation, prior permission of the competent authority shall be obtained and such deputees shall be paid actual charges on conveyance incurred by him for making arrangements for the tour.
14. Total expenditure to be incurred on the tour shall not exceed the grant available under the Budget for the purpose. Applications for advance shall be sent to the Registrar at least 10 days before the date proposed for commencement of the tour.
15. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the Registrar through the Head of the Department as soon as the tour is completed. In no case it should be delayed for more than 20 days from the date of termination of the tour.
16. T.A bills of the teachers and non teaching staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department concerned after satisfying himself about the correctness of the expenditure reported.
17. All other expenditure giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessity of any vouchers for verification, it shall be obligatory upon the Department to furnish the same.
18. The teacher incharge of the tour shall send, on the termination of the tour, a detailed report about the tour

*Accounts of  
the Tour*

*Tour report*



to the Registrar through the Head of the Department concerned.

19. Save as otherwise provided in respect of Botany and Zoology, a student shall participate only in one study tour during his total stay in a particular Post-graduate Department.
20. Notwithstanding anything contained in the foregoing regulations only those departments shall be allowed to conduct a study tour for whom such a tour is relevant to their respective curricula. The Vice Chancellor shall be competent to determine such Departments on the advice of a Committee consisting of the Deans of the Faculties of Science, Arts, Social Sciences and Commerce & Management studies.

**Geography and Regional Development: -**

1. These regulations will be called Regulations for field Tours of the Department of Geography and Regional Development. *Conduct of field tour*
2. The tour shall be a compulsory course (equivalent to four credits each) for all the bonafide students of the Department. The place for field study shall be decided by the Head of the Department in consultation with the teachers of the Department (Faculty).
3. Each student shall have to perform/ conduct survey as per requirements of the course.
4. The field trips will be conducted either during the summer or the winter vacation. *Time for field study*
5. The students of the first semester class shall have to go for field trip in any place/area decided by the Faculty vide Regulation 2 above within the Kashmir province while the students of the third Semester class shall go to Jammu province.
6. The Field Trips shall normally be of two weeks duration. *Duration*
7. Soon after the completion of the Field Trip every student shall submit to the Head of the Department a Field Study Report through the incharge of the Trip within 40 days after his/ her return. *Report*



8. The Head of the Department after having received all the reports shall appoint an external examiner for examining the reports through the Controller of Examinations.
9. The external examiner shall evaluate the report and shall also conduct a viva-voce examination of the students on the field report. *Evaluation*
10. In case a student is taken ill or meets some accident on the particular day of the examination, he/she shall be treated as a backlog case and shall be examined with the students of the subsequent class.
11. The evaluation and general viva-voce examination will be conducted jointly by the internal and external examiners.
12. In the case of a student not able to accompany the Field trip owing to the reasons duly supported by the documentary evidence, he/she shall be required to perform such trip separately on his/her own expenses at the time and place to be assigned by the Head of the Department.
13. Every item of expenditure shall be supported by valid vouchers setting forth full and clear particulars of the claim and all information necessary for its proper classification in the accounts. It should also indicate full particulars of the dealer concerned and shall be affixed with revenue stamp, in case the amount of any vouchers including Cash Memo exceeds Rs. 20/-
14. The Tour programme will be framed by the Head of the Department and sent to the Registrar for the approval of the Vice-Chancellor well in time. The programme shall, among other things indicate the number of students, their names, place of visit, approximate expenditure involved and the particulars of the teachers and others accompanying them in accordance with the prescribed form given in annexure. The tours shall be undertaken only after the proposed programme has received the approval of the Vice-Chancellor. *Tour proposal*
15. The trip will be accompanied by the following staff members: - *Tour staff*



- (a) Two teachers of the Department which shall include one lady teacher. In the absence of a lady teacher, a lady technical Assistance/ a lady from the supporting staff shall accompany the trip. In case, however, no lady is available from the department, wife of a teacher shall accompany in addition to two male teachers.
- (b) One Photographer
- (c) One Survey Assistant
- (d) One Orderly
- (e) One Chainman - cum - Cook
16. Only the following expense shall be payable while the rest of expenses will be borne by the students themselves: -
- (i) Actual transport charges;
- (ii) Actual labour and pony charges;
- (iii) Actual expenses on account of stationery for preparation of field questionnaires;
- (iv) Actual expenses on account of photo films and accessories.
- (v) A sum of Rs. 300/- as Medical Kit for each party; and
- (vi) Charges payable to an Interpreter (wherever justified).
17. The accompanying staff will be paid second class bus fare and DA as admissible under rules both for the days of journey as well as stay. *TA/DA*
18. Advance will be paid only five days before the date of start of journey. However, application for advance will be made 30 days earlier.
19. The accounts will be rendered for the advance, if drawn, within 15 days of the completion of the tour.
20. Each student shall be entitled to Daily Allowance of Rs. 30/- per day.

**Geology**

1. Subject to the availability of funds, the Geology Department of the University shall organize the following area study tours for the students of the department within the country: -

*Conduct of tour*(A) 1<sup>st</sup> and 2<sup>nd</sup> Semester

1. Mapping tour of 3 weeks to places of Geological interest anywhere in India.
2. Geological excursion to important places in Jammu and Kashmir State for a period not exceeding two weeks.

(B) 3<sup>rd</sup> & 4<sup>th</sup> Semester

1. Advanced mapping tour of three weeks' duration anywhere in India.
2. Geological excursion concerning special papers for two weeks anywhere in India.
3. Field Studies for dissertation for four weeks to be conducted during the summer vacation in areas within the Jammu and Kashmir State. The teachers, under whose supervision the work is carried out, may, if considered necessary by the Head of the Department, visit the students camps for a period of not exceeding seven days.

In addition to the above, the Head of the Department of Geology, may organize, with the prior approval of the Vice-Chancellor, local excursions, not exceeding four in an academic year for purpose of field studies within the radius of 30 miles from Srinagar. Actual bus charges would only be payable for such local tours.

2. The tour programme shall be prepared by the Head of the Department and sent to the Registrar for approval of the Vice-Chancellor, at least 20 days before the date proposed for commencement of the tour. The programme among other things shall contain full details in respect of the name of the students and of the teachers accompanying the tour, the places proposed to be

*Tour proposal*



visited, the dates of journey and halts and the approximate expenditure involved, in accordance with the prescribed proforma. The tour shall be undertaken only after the proposed tour programme has received the approval of the Vice-Chancellor.

3. It shall be duty of the Department concerned to apply for railway concession well in time and arrange the same.
4. The students participating in the tour shall be paid actual 2<sup>nd</sup> class concessional railway fare (which shall be restricted to such cases where no concessional tickets are arranged) plus actual fare for road journey. Reservation charges were required to be paid shall not be charged to the University. *TA/DA*
5. Besides bus fare as provided under Regulation - 4 above, the University shall also allow actual pony or collie charges for carriage of luggage on a bridle path and actual lodging expenses.
6. The University shall not allow charges for sight-seeing.
7. One teacher and one Laboratory attendant or field collector or any orderly for every batch of ten students or part thereof shall accompany the party. *Tour staff*
8. Teachers and other staff accompanying the students shall be allowed TA and DA as admissible under rules. No TA/ DA shall be paid for local tours within a radius of 30 miles for Srinagar.
9. Total expenditure to be paid by the University for the tour shall not exceed the grant available under the Budget for the department. Applications for advance shall be sent to the Registrar at least 10 days before the date proposed for commencement of the tour.
10. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the Registrar through the Head of the Department as soon as the tour is completed. In no case it should be delayed for more than 20 days from the date of termination of the tour. *Tour account*
11. TA bills of the teachers and other staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department after



- satisfying himself about the correctness of the expenditure reported.
12. All expenditure (except receipts or railway fare and lodging charges which shall be required to be attached in original) giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessary of any voucher for verification, it shall be obligatory upon the Department to furnish the same.
  13. The Head of the Department of Geology shall forward to the Registrar, a detailed report about the tour after termination of each tour.

*Tour report*

**Library Science:<sup>7</sup>**

1. In order to acquaint the students with the working of various types of libraries, documentation and information centres, Department of Library Science of the University may organize an educational tour of students enrolled in M. Lib Science Course.
2. The tour programme shall be prepared by the Head of the Department and sent to the Registrar for approval of the Vice-Chancellor, at least 20 days before the date proposed for commencement of the tour. The programme among other things shall contain full details in respect of the name of the students and of the teachers accompanying the tour, the places proposed to be visited, the dates of journey and halts and the approximate expenditure involved, in accordance with the prescribed proforma. The tour shall be undertaken only after the proposed tour programme has received the approval of the Vice-Chancellor.
3. It shall be duty of the Department concerned to apply for railway concession well in time and arrange the same.
4. The students participating in the tour shall be paid actual 2<sup>nd</sup> class concessional railway fare (which shall be restricted to such cases where no concessional tickets are arranged) plus actual fare for road journey.

<sup>7</sup> University Council Resolution dated 24 - 07 - 1976



- Reservation charges were required to be paid shall not be charged to the University.
5. Besides bus fare as provided under Regulation - 4 above, the University shall also allow actual pony or collie charges for carriage of luggage on a bridle path and actual lodging expenses. Provided that the loading expenses shall not exceed Rs. 5/- per day of each student.
  6. The University shall not allow charges for sight-seeing.
  7. One teacher and one Library attendant or field collector or any orderly for every batch of ten students or part thereof shall accompany the party.
  8. Teachers and other staff accompanying the students shall be allowed TA and DA as admissible under rules. No TA/ DA shall be paid for local tours within a radius of 30 miles for Srinagar.
  9. Total expenditure to be paid by the University for the tour shall not exceed the grant available under the Budget for the department. Applications for advance shall be sent to the Registrar at least 10 days before the date proposed for commencement of the tour.
  10. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the Registrar through the Head of the Department as soon as the tour is completed. In no case it should be delayed for more than 20 days from the date of termination of the tour.
  11. TA bills of the teachers and other staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department after satisfying himself about the correctness of the expenditure reported.
  12. All expenditure (except receipts or railway fare and lodging charges which shall be required to be attached in original) giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessary of any voucher for verification, it shall be obligatory upon the Department to furnish the same.



13. Besides this, at the termination of tour all the students who had accompanied the tour party shall submit their individual reports through the teacher incharge of the party to the Head of the Department of Library Science. This tour report shall be submitted to the Vice Chancellor by the Head of the Department.



### Annexure A

#### Application for sanction of tour programme to be sent in triplicate

1. Name of the Department \_\_\_\_\_
2. No. of students who applied for participation in tour
3. No. of students finally selected (list to be enclosed)
4. Criteria fixed for selection
5. Proposed programme of tour: -

Date	From	To	Particulars of Journey
------	------	----	------------------------

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)
- ix)
- x)

6. Name of the Teacher(s) accompanying the tour
7. Name of orderly, if any, proposed to be deputed
8. Whether Railway concession arranged
9. Total expenditure involved
10. Share of the University



11. Budget provision (excluding expenditure already booked)

Head of the Department.

**List of students recommended:**

S. No	Name of the student	Class	Whether accompanied educational tour arranged by the University previously also.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of the  
Head of the Department



## 10. LOCAL FUND OF THE DEPARTMENT

1. These rules shall be called the "University of Kashmir Local Fund Regulations". *Title*
- Definitions
2. (a) Local fund shall mean a fund which is maintained and administered by the Departments of the University and to which such fees realized from the students and research scholars of the University at the time of admission, as are not transferable to the University account, are credited. *Local Fund*
- (b) The following shall constitute the local funds of a Department during a particular year: -
- i. Games Fund
  - ii. Social Activities Fund
  - iii. Students Assistance Fund
  - iv. Reading Room Fund
  - v. Stationery Fund
  - vi. Excursion Fund
  - vii. Miscellaneous Fund
  - viii. Any other fund that may be prescribed by the competent authority from time to time.
3. Consolidated Fund shall mean the combined Local Fund to which saving under different Local funds as on 31<sup>st</sup> day of December of each year shall be credited. This shall include: - *Consolidated Local Fund*
- (i) Lapsed amount of Library and science security deposits;
  - (ii) Interest earned on Fixed and Saving Bank account of Local Fund accounts.
  - (iii) Any other collection which is not creditable to a particular Local Fund.



4. For purpose of these regulations a year shall mean a period of twelve months from and including the month in which admissions are finalized. *Years*
5. The aim of the Local Funds shall be to promote social, cultural and academic activities of the Department and general welfare of the students. *Aims & Objectives*
6. Subject to change that may be notified from time to time each Teaching Department shall collect from the students required fee dues, prescribed/ notified from time to time on account of following sub-heads at the time of their admission: *Local Fund Receipts*
- i. Games Fund
  - ii. Social Activities Fund
  - iii. Students Assistance Fund
  - iv. Reading Room Fee
  - v. Stationery Fee
  - vi. Excursion Fund (other than Scientific tours)
  - vii. Miscellaneous
  - viii. Any other fee that may be prescribed by the University from time to time.
7. The Departments shall also realize such security deposits from the students as may be required under rules. *Security Deposits*
8. The security deposits received from the students at the time of their admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount collected shall be placed in fixed deposits for such suitable period upto which these are not likely to be claimed by the students. *Account of Security Deposit*
9. Security Deposits of students/ scholars not claimed within a period of three years from the date a student ceases to be on the rolls of the Department will lapse to the University and shall form part of the consolidated Local Fund. *Unclaimed Security Deposits*
- All receipts including cash, cheques, bank drafts and postal orders in respect of the Local Funds of the



Department shall be deposited into the Bank immediately.

Provided that the Head of the Department may authorize retention of cash in hand not exceeding Rs. 200/- at a time out of the miscellaneous fund to meet day to day requirements of the Department.

10. Without prejudice to the provisions of Regulation 6 above the money in the Local Fund of a particular year shall be utilized for the purpose for which it has been collected and shall include the following: -
- |     |  |                                 |
|-----|--|---------------------------------|
| (1) | (i) For promotion of games, sports, cultural and social activities of the Department.  | <i>Games Fund</i>               |
|     | (ii) Maintenance of common room and to provide other recreational amenities to the students.   |                                 |
|     | (iii) Contribution to the sports committee account.  |                                 |
|     | (iv) Any other expenditure connected with the sports.  |                                 |
| (2) | (i) Organization of social functions in the Department.  | <i>Social Activities</i>        |
|     | (ii) Institution of prizes, medals and certificates for meritorious and outstanding students in academic and extracurricular activities.   |                                 |
|     | (iii) Holding of debates and to arrange other literary activities including preparation of wall papers etc.  |                                 |
| (3) | To provide financial assistance to the needy students for payment of fee and purchase of books etc.  | <i>Students Assistance Fund</i> |
| (4) | To subscribe towards newspapers, magazines and other media of information including printing and publishing of wall paper/ magazine/ journals in such a manner as Head of the Department in consultation with the Committee decides. | <i>Reading Room Fund</i>        |
| (5) | To purchase and provide stationery for the conduct of internal tests and examination etc.  | <i>Stationery fund</i>          |



- |     |   |   |
|-----|---|---|
| (6) | To arrange excursions and common get-togethers.   | <i>Excursion<br/>Fund</i>                                 |
| (7) | To meet such charges connected with the affairs of students and department as are not covered under other Local Funds.  | <i>Miscellaneous<br/>Fund</i>                             |
| (8) | Expenditure out of consolidated local fund shall be incurred for the following: -   | <i>Consolidating<br/>Local Fund</i>                       |
|     | (i) Payment of salary/ remuneration etc. to incumbents engaged on whole time or part time basis for arranging students' welfare activities.   |   |
|     | (ii) Maintenance of Library   |   |
|     | (iii) Purchase of new books   |   |
|     | (iv) Replacement of lost books or damaged books.  |   |
|     | (v) Purchase/ replacement of Laboratory and other equipment or repairs of damaged equipment   |   |
|     | (vi) Construction of permanent structures   |   |
|     | (vii) Such other items of expenditure connected with the affairs of the department which cannot be accommodated within the budgeted grants of the department.   |   |
|     | (viii) Welfare of students  |   |
|     | (ix) Payment of audit expenses for audit of local fund.   |   |
| 11. | (1) The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year.<br>Head of the Department shall, however, be competent to authorize re-appropriation from one local fund to another subject to maximum of Rs. 500/-. | <i>Limit of<br/>expenditure<br/>out of local<br/>fund</i> |
|     | (2) As far as possible at the beginning of the academic session, the Head of the Department in consultation with the Local Fund Committee shall   |   |



- prepare annual plan for expenditure out of consolidated Local Fund and arrange funds to be kept in a liquid state accordingly.
- (3) Local Fund money which is not anticipated to be utilized immediately may be arranged to be placed in fixed deposit for such period as may be decided by the Head of the Department in consultation with the Local Fund Committee.
12. (1) The expenditure out of the Local Funds shall be sanctioned by the Head of the Department with the concurrence of the Local Fund Committee consisting of the following: -
- Expenditure*
- (i) In the case of all Departments (other than Law Department) Two teachers to be nominated by the Head of the Department by rotation.  
One representative of students from senior most class, nominated by the Head of the Department
- (ii) In the case of Law Department, three teachers to be nominated by the Head of the Department by rotation.  
One representative of the students from the senior most class, nominated by the Head of the Department.
- The tenure of the Local Fund Committee shall be one year.
- (2) Any expenditure out of the consolidated Local Fund exceeding Rs. 5000/- a time shall require approval of the Vice Chancellor.
- (3) All expenditure out of the Local Funds shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the University.
- Financial rules*
13. (1) The Head of the Department shall be responsible to: -
- Maintenance of Accounts*
- a) (i) Maintain and operate Local Fund Account in the Bank



- (ii) Deposit money received from the students from time to time in the Local Fund Account.
- b) Draw and disburse amounts from the Local Fund as approved by the Committee
- c) Prepare an annual statement of income and expenditure in respect of each Local Fund.
- (2) Separate accounts shall be maintained in the departmental ledger for each local fund collected during the year and also in respect of consolidated Local Fund.
14. The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the Department and duly audited shall be furnished to the Registrar within six months from the date of closing of account. *Audit*
15. Any expenditure in the interest of the Department over and above the provisions of these Regulations will require prior sanction of the Vice Chancellor. *Relaxation of rule*

### 11. STUDENT AID FUND

1. The Scheme shall be known as 'Kashmir University Student Aid Fund Scheme' *Name*
2. The object of the scheme shall be to render financial assistance to needy students to meet their admission fee, examination fee, books, hostel/ mess charges, clothing or medical expenses etc. The assistance so provided to students out of this fund shall be in the form of re-imburement of the expenditure on different items and the payment on expenditure on different items and the payment in cash shall be restricted to minimum. No scholarship or stipend shall be given from this fund. *Objective*
3. There shall be a committee known as 'Kashmir University Students Aid Fund Committee' comprising: - *Constitution*



- a. The Vice-Chancellor or his nominee;
  - b. The Registrar;
  - c. The Dean Students Welfare;
  - d. Two Heads of the Departments nominated by the Vice-Chancellor;
  - e. One Student representative;
  - f. The Chief Proctor; and
  - g. The Deputy/Assistant Registrar (Development) to screen the applications and select the students recommended by the respective Heads of the Department for grant of financial assistance on the merits of each case, in accordance with the regulations appearing hereinafter.
4. The financial assistance under the scheme shall be payable to the students of low income group whose monthly income does not exceed <sup>8</sup>Rs. 4000/- from all sources.
  5. <sup>9</sup>That the financial assistance may be given twice, once in a previous year and the other in the final year, each to the extent of Rs. 2000/- in each year; the aid shall also depend on the performance of the student in the previous examination.
  6. <sup>10</sup>That the assistance should not exceed Rs. 4000/- during the entire period of stay of a student in the University.
  7. <sup>11</sup>That a maximum of six cases shall be considered from each teaching department for grant of financial assistance under the scheme.
  8. The applications of eligible students shall be forwarded by the Head of respective departments to the Registrar with the recommendations. The fund will be collected by the Registry and will be operated upon by the Registrar.

*Amount of assistance*

<sup>8</sup> Amended vide University council resolution dated 20-10-2001

<sup>9</sup> Amended vide University council resolution dated 20-10-2001

<sup>10</sup> Amended vide University council resolution dated 20-10-2001

<sup>11</sup> Amended vide University council resolution dated 20-10-2001



9. A separate account of this fund shall be maintained by the Development Section in a register devised for the purpose and the accounts shall be audited by the regular auditors of the University.
10. Expenditure statements alongwith the Utilization Certificate shall as far as possible be sent to the UGC in August each year.

*Separate  
Fund Account*



**APPENDIX - A**

**SCRUTINY NOTE FOR ANTIQUITY: CURIO**

1. Title of the Item: \_\_\_\_\_
2. Full description: \_\_\_\_\_  
\_\_\_\_\_
3. Period: \_\_\_\_\_  
\_\_\_\_\_
4. Category: \_\_\_\_\_  
\_\_\_\_\_
5. Importance: \_\_\_\_\_  
\_\_\_\_\_
6. Price demanded: \_\_\_\_\_  
\_\_\_\_\_
7. Price offered: \_\_\_\_\_  
\_\_\_\_\_
8. Remarks of the Experts: \_\_\_\_\_  
\_\_\_\_\_

Decision of the Committee



**APPENDIX - B**

**SCRUTINY NOTE FOR MANUSCRIPTS**

1. Title: \_\_\_\_\_
2. Author: \_\_\_\_\_
3. Date: \_\_\_\_\_
4. Subject: \_\_\_\_\_
5. Bulk FF. PP: \_\_\_\_\_
6. Category: \_\_\_\_\_
7. Beginning: \_\_\_\_\_
8. End: \_\_\_\_\_
9. Language: \_\_\_\_\_
10. Illustration Nos: \_\_\_\_\_
11. Condition: \_\_\_\_\_
12. Quality & Comments: \_\_\_\_\_
13. Importance: \_\_\_\_\_
14. Price demanded: \_\_\_\_\_
15. Price offered: \_\_\_\_\_
16. Remarks of the Expert: \_\_\_\_\_

Decision of the Committee



**APPENDIX - C**

**SCRUTINY NOTE FOR PAINTINGS**

1. Item: \_\_\_\_\_
2. Period: \_\_\_\_\_
3. Condition: \_\_\_\_\_
4. Category: \_\_\_\_\_
5. School: \_\_\_\_\_
6. Importance: \_\_\_\_\_
7. Price demanded: \_\_\_\_\_
8. Price offered: \_\_\_\_\_
9. Remarks of the Experts: \_\_\_\_\_

Decision of the Committee



**APPENDIX - D**

**SCRUTINY NOTE FOR RARE AND OUT OF PRINT BOOKS/  
JOURNALS**

1. Title: \_\_\_\_\_
2. Author: \_\_\_\_\_
3. Language: \_\_\_\_\_
4. Subject: \_\_\_\_\_
5. Date: \_\_\_\_\_
6. Pages: \_\_\_\_\_
7. Condition: \_\_\_\_\_
8. Importance: \_\_\_\_\_
9. Price demanded: \_\_\_\_\_
10. Price offered: \_\_\_\_\_
11. Remarks of the Experts: \_\_\_\_\_

Decision of the Committee

**APPENDIX - E****Guidelines for the conduct of Research Projects and Powers of Principal Investigators****1. Submission of the Project Proposal**

- i. Any teacher, interested in submitting a research project for financial assistance from any funding agency shall route the project proposal through Head of the Department to the Registrar for onward transmission to the funding agency;
- ii. When the project is approved by the funding agency for financing, the acceptance letter of the grant (if required by the Funding Agency) shall also be routed by the said teacher [henceforth called Principal Investigator (PI)] through the same route, i.e. Head of the Department and Registrar;
- iii. The PI shall be responsible for keeping the Registrar informed about the submission of the project as also about status/progress of the project.

**2. Recruitment of the Project Staff**

- i. The sanctioned staff for the sponsored projects shall be recruited as per the guidelines prescribed by the funding agency for the project/scheme;
- ii. In case no guidelines are prescribed by the funding agency then the recruitment of the staff shall be made by the Selection Committee as per the existing University guidelines; with Dean of the concerned Faculty as Chairman, and Registrar (Vice-Chancellor's nominee), PI and Head of the concerned Department as its members;
- iii. In case Head of Department himself happens to be the PI, then next senior teacher of the Department shall also be involved in the selection;



- iv. The salary claims of the project staff working in sponsored projects shall be preferred by the PI directly to the Accounts Section for settlement.

### **3. Purchase of Equipment/ materials/ Contingency/ Miscellaneous expenditure**

- i. PI shall be competent to sanction expenditure of upto Rs.15,000 (Rupees Fifteen Thousand only) after following the Codal procedure in letter and spirit;
- ii. For expenditure beyond the above given limit, the PI shall seek authorization from the Competent Authority directly;
- iii. The authorization shall be restricted to single bill, subject to availability of necessary budgetary provisions;
- iv. In no case, amount exceeding the proposed limit shall be allowed to fracture (no splitting of bills);
- v. As far as possible, expenditure under head contingencies/miscellaneous shall be made on University approved rates and dealer;
- vi. For purchase of any item of equipment/material, the PI shall seek the necessary approval from the Competent Authority through indent;
- vii. In cases where expenditure exceeds Rs.15,000.00 (Rs. Fifteen thousand only), the PI shall involve at least two members of the Departmental Purchase Committee in the procurement/codal process;
- viii. For items/equipment for which University has approved dealers, the PI shall effect purchases from such dealers at the approved rates or DGS&D rates;
- ix. PI shall ensure that claims, completed in all respects are submitted to the Accounts Branch within the shortest possible time.

### **4. Fieldwork and Travel**

For outstation fieldwork/travel the PI shall seek prior station leaving permission from University authorities through Head of the Department.



### **5. Grant of Advance and Maintenance of Cash/Stock Registers**

- i. The PI shall be eligible to draw advance against the sanctioned and released funds for meeting day to day expenses on account of research work related to the sponsored project. However, drawal of advance should not be a matter of routine but should be resorted to only in cases where normal procedure is not possible or would prove detrimental to the research work;
- ii. PI shall apply for sanction of the required advance on the prescribed Advance Form know as 'other than TA Advance Form' through Deputy Registrar Accounts;
- iii. The Accounts Branch after recording the observations with regard to outstanding, if any, shall forward the said Advance Form to the Development Section for further action regarding sanction and release of the Advance;
- iv. The Accounts Section shall maintain (along with cumulative advance drawn) record of advances drawn by a PI separately for each project and the adjustment of advances will also be done separately for each project;
- v. The PIs shall open a separate savings Bank Account for the project (one for each project in case of more than one project) and credit the advance drawn against the project in the said bank account;
- vi. The PI shall be responsible for maintaining a detailed budget-head-wise accounts of the expenditure incurred on each project and shall maintain separate Cash Book, Ledger and Stock Register for each sponsored project;
- vii. It shall be the responsibility of the PI to get the sanctioned and purchased equipment entered in the Central Stock Register of the Estate Section;
- viii. In order to run the projects smoothly, it shall be incumbent on the Estates Section to complete the formalities within a week's time and the Section shall mention in the records that the item has been purchased under a particular Project;



- ix. The PI shall be responsible for handover of all the equipment/other non-consumable items purchased under the research project to the Department after the completion of the project along with all purchase related documents (tenders/supply orders/bills, etc.) and Stock Registers under an intimation to Accounts Section;
- x. If the PI needs the items purchased under a research project even after the completion/termination of the said project, he/she have preference over others in getting the said equipment (all items or any of them) issued to himself/herself) or his/her laboratory from the Department.

**6. Accounting Process and Utilization/Expenditure Certificates**

- i. The PI shall be solely responsible and accountable for the expenditure and management of the grant sanctioned by the funding agency for the project;
- ii. The PI shall submit the bills along with the budget head-wise statement of expenditure and concerned vouchers/bills on quarterly basis to the Accounts Section for the adjustment against the advance drawn or for payment of the bills against the received/anticipated grant from the sponsoring agency;
- iii. The special cell of the Accounts Branches of the Registry shall maintain all the records of each and every project, including the bills and vouchers for the ready reference of the University approved Chartered Accountant/s;
- iv. The PI shall ask the University approved Chartered Accountant for the audit of the accounts of the project;
- v. The Special Cell of the Accounts Branch shall make all the available records with it to the Chartered Accountant/s for auditing purpose;
- vi. The Chartered Accountant shall handover the utilization certificate/statement of expenditure to the



- Special Cell of the Account Branch for the signatures of the Deputy Registrar, Accounts;
- vii. The PI shall get the utilization certificate and expenditure statement issued by the University appointed Chartered Accountant countersigned by the Registrar so as to forward it to the funding agency;
  - viii. The PI shall be responsible for submitting bills/utilization certificates, progress/final reports, etc. to the funding agency;
  - ix. The PI shall strictly follow the specific guidelines of the funding agency in terms of the grant utilization and for any re-appropriation shall seek prior permission of the competent authorities.



## APPENDIX - F

## Anthem

## گنتیبر یونیورسٹی ہند ترانہ

ہی مون گنتیبری ہی آہتر پیتہ نو نو کو اگر ساری  
 رتہ کوئی اتر سامون سپین گنتیبر چکا کر کاکت فی یابی

پانی شترہ ملن پہ فائش گہریتو سوس گنس مشر گمپر سپہ  
 پانی الہا پر پانگ موز پو، چپانی زمرک تفسیر سپہ  
 پانی پیتہ کالیج آگاہی سائل از کالیج پیتہ داری

ہی مون گنتیبری ہی آہتر پیتہ نو نو کو اگر ساری  
 رتہ کوئی اتر سامون سپین گنتیبر چکا کر کاکت فی یابی

پیتہ شورش شترہ پیتہ شورش باو تہ پیتہ پیتہ شورش پیتہ شورش پیتہ شورش  
 پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش  
 پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش پیتہ شورش



ہی موج کشی ہی آیتو، پتہ و تہ علوی کو اگر ساری  
 دیتہ و ذی! اڑسا نیک سپن مشر چکا عرفانکے ہی پیا ہی  
 بیہ شیخ زنتہ حضرت علی غیبی شامی فرخندہ زدن تیر دل  
 چرخہ ہا پر شہر تیرہ تو ہر گتہ پرتہ تعالیکر شہر پناہ  
 دیکھ شوق تو پدشا اس آلو، گز عشق تہ آبا اس ہی  
 ہی موج کشی ہی آیتو، پتہ و تہ علوی کو اگر ساری  
 دیتہ و ذی! اڑسا نیک سپن مشر چکا عرفانکے ہی پیا ہی  
 بیاد زمین پتر اوتہ، بیباک گریبان پاکہ عشق  
 ہا نہا کو خیالین ہنر و عدہ کمال نہرو ہنر گتہ شہر کو کانی  
 بیہ گز شمس ہر کو کمال شمس، بیہ شہر گتہ پتر شہر پناہ ہی  
 ہی موج کشی ہی آیتو، پتہ و تہ علوی کو اگر ساری  
 دیتہ و ذی! اڑسا نیک سپن مشر چکا عرفانکے ہی پیا ہی  
 بیہ نور منار کہ پرتو اس گتہ آگس و چہتہ آفتاب ہی  
 بیہ شوق تیر چہرہ و دل سپن چہرہ شک ظلمان لوگ ظلم ہی  
 بیہ چہرہ اس گتہ عدل و سوزنار چہرہ بیہ بیہنر ہی پناہ ہی  
 ہی موج کشی ہی آیتو، پتہ و تہ علوی کو اگر ساری  
 دیتہ و ذی! اڑسا نیک سپن مشر چکا عرفانکے ہی پیا ہی



**APPENDIX - G**

**The Kashmir University Anthem**

O, Mother Kasheer; All founts of knowledge  
have ever been at your bidding command.  
O, You who make the Vitasta gosh forth;  
whose wisdom profound flows perennially through our souls.

You willed, and this seat of learning came  
into being in this paradise on Earth.  
This fountain of Knowledge made a leap at  
your will; and yours who the intent which bodied  
forth into what we behold around us here.  
You are the wisdom of our past which kindly leads us on today.

This is the land that heard Khamendra's poignant tale,  
and quickened Bilhana's fond memories.  
Isn't it here that Kalhana's Vitasta sprawls far and wide,  
and Abhinov's Gupta's ocean of knowledge surgas high?

You are the refulgent flame of Lalla's verse;  
you are solemnity of the Sheikh's sacred hymns.  
On this Campus dawns the benediction of Hazratbal,  
and the Moon and the Dal gift the dusk's tranquility.  
Each Sunny moment here is the beetle's dance, each dusky  
moment the quiet narcissus.

When aspiring souls take their wing, Budshah comes forth to greet  
them;



When devotion stires our souls, we raise a song or praise to Iqbal.

Ghani, who tore his shirt to shreds, speak for the conscience aroused. The fresh and bold imagination of Nehru wrung milk out of perspiring rocks.

It's here that the Harmukh peaks cool the scorching summer, and the Lion's eyes burn bright in the Caves of snow.

Under the glory of this lighthouse we turn into various little suns.

Playing ecstatically about this vernal bush, we have the heightened sense of Beauty and realize the dream of love.

The soil shall blossom into diverse hues of the rainbow, and the firmament shall feel restless as mercury.